SHARP

MODEL: MX-5500N
MX-6200N
MX-7000N

User's Guide



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ABOUT THIS MANUAL

Please note

- Considerable care has been taken in preparing this manual. If you have any comments or concerns about the manual, please contact your dealer or nearest SHARP Service Department.
- This product has undergone strict quality control and inspection procedures. In the unlikely event that a defect or other problem is discovered, please contact your dealer or nearest SHARP Service Department.
- Aside from instances provided for by law, SHARP is not responsible for failures occurring during the use of the product or its options, or failures due to incorrect operation of the product and its options, or other failures, or for any damage that occurs due to use of the product.

Warning

- Reproduction, adaptation or translation of the contents of the manual without prior written permission is prohibited, except as allowed under copyright laws.
- All information in this manual is subject to change without notice.

Illustrations and the operation panel and touch panel shown in this manual

The peripheral devices are generally optional, however, some models include certain peripheral devices as standard equipment. The explanations in this manual assume that a saddle stitch finisher, punch module, and inserter are installed on the machine. For some functions and procedures, the explanations assume that devices other than the above are installed.

The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications.

MANUALS PROVIDED WITH THE MACHINE

Printed manuals and manuals stored in PDF format on the machine's hard drive are provided with the machine. When using the machine, read the appropriate manual for the feature you are using.

Printed manuals

Manual name	Contents
Safety Guide	This manual contains instructions for using the machine safely and lists the specifications of the machine and its peripheral devices.
Software Setup Guide	This manual explains how to install the software and configure settings to use the machine as a printer or scanner.
Quick Start Guide	This manual provides easy-to-understand explanations of all the functions of the machine in a single volume. Detailed explanations of each of the functions can be found in the manuals in PDF format.
Troubleshooting	This manual explains how to remove paper misfeeds and provides answers to frequently asked questions regarding the operation of the machine in each mode. Refer to this manual when you have difficulty using the machine.

Operation manuals in PDF format

The manuals in PDF format provide detailed explanations of the procedures for using the machine in each mode. To view the PDF manuals, download them from the hard drive in the machine. The procedure for downloading the manuals is explained in "How to download the manuals in PDF format" in the Quick Start Guide.

Manual name	Contents
User's Guide (This manual)	This manual provides information, such as basic operation procedures, how to load paper, and machine maintenance.
Copier Guide	This manual provides detailed explanations of the procedures for using the copy function.
Printer Guide	This manual provides detailed explanations of the procedures for using the print function.
Facsimile Guide	This manual provides detailed explanations of the procedures for using the fax function.
Scanner Guide	This manual provides detailed explanations of the procedures for using the scanner function and the Internet fax function.
Document Filing Guide	This manual provides detailed explanations of the procedures for using the document filing function. The document filing function allows you to save the document data of a copy or fax job, or the data of a print job, as a file on the machine's hard drive. The file can be called up as needed.
System Settings Guide	This manual explains the "System Settings", which are used to configure a variety of parameters to suit the aims and the needs of your workplace. Current settings can be displayed or printed out from the "System Settings".

Icons used in the manuals

The icons in the manuals indicate the following types of information:

Warning	This alerts you to a situation where there is a risk of human death or injury.
Caution	This alerts you to a situation where there is a risk of human injury or property damage.

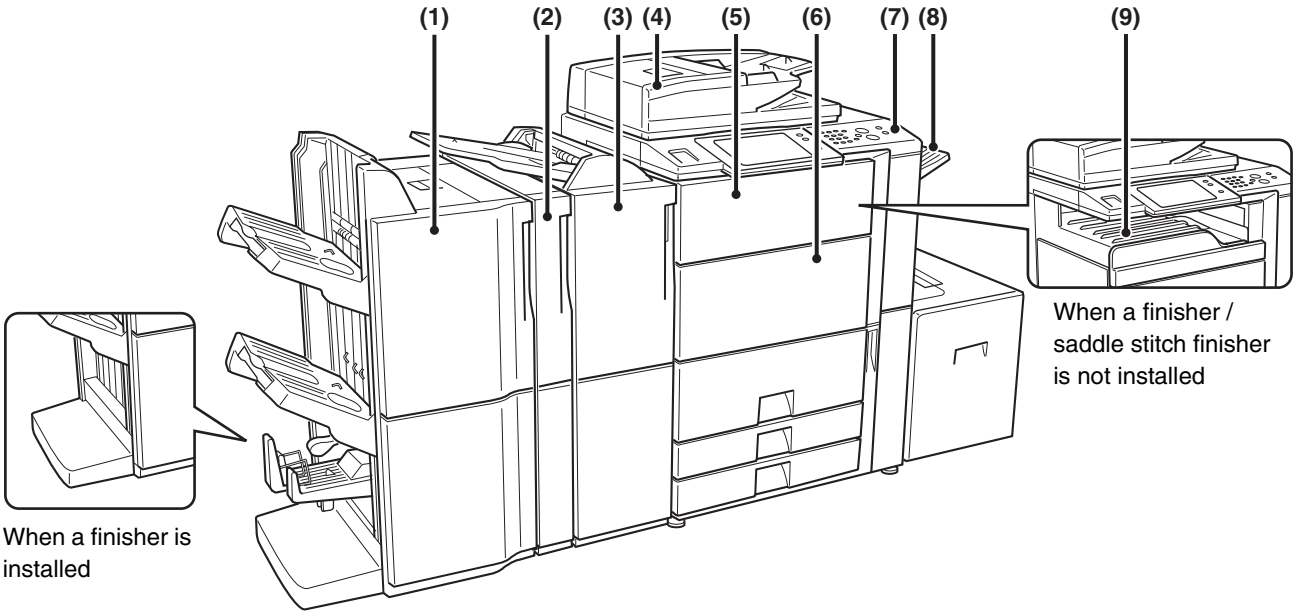
	This alerts you to a situation where there is a risk of machine damage or failure.		This indicates the name of a system setting and provides a brief explanation of the setting. For detailed information on each system setting, see the System Settings Guide. **When "System Settings:" appears:** A general setting is explained. **When "System Settings (Administrator):" appears:** A setting that can only be configured by an administrator is explained.
	This provides a supplemental explanation of a function or procedure.		
	This explains how to cancel or correct an operation.		

1 BEFORE USING THE MACHINE

This chapter provides basic information about the machine. Please read this chapter before using the machine.

PART NAMES AND FUNCTIONS

EXTERIOR



(1) Finisher / saddle stitch finisher*

This can be used to staple output. The saddle stitch finisher can automatically staple output at the center line and fold the pages to create a pamphlet.

☞ FINISHER / SADDLE STITCH FINISHER (page 49)

(2) Punch module*

This is used to punch holes in output.

☞ PUNCH MODULE (page 57)

(3) Inserter*

Paper loaded in the inserter can be inserted into output from the machine as covers and inserts.

☞ INSERTER (page 58)

(4) Automatic document feeder

This automatically feeds and scans multiple originals. Both sides of 2-sided originals can be automatically scanned.

☞ PLACING THE ORIGINAL (page 44)

(5) Front cover (upper)

Open this to replace a toner cartridge or clear a paper misfeed from the paper pass unit.

☞ REPLACING THE TONER CARTRIDGES (page 71)

(6) Front cover (lower)

Open this to switch the main power on and off.

☞ TURNING THE POWER ON AND OFF (page 16)
☞ 5. MAINTENANCE (page 62)

(7) Operation panel

This is used to select functions and enter the number of copies.

☞ OPERATION PANEL (page 10)

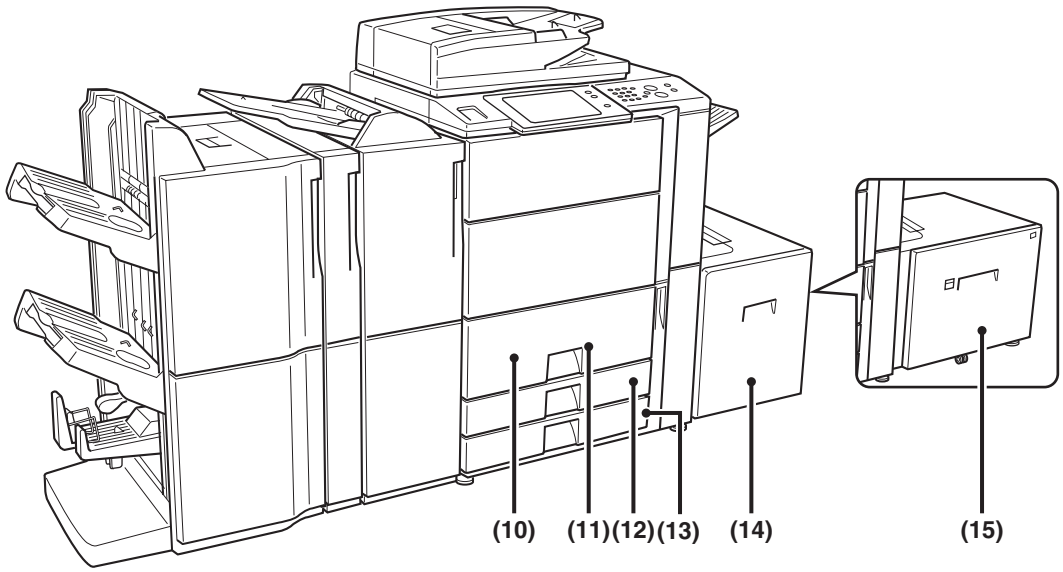
(8) Right Tray

Output can be delivered to this tray.

(9) Output tray (center tray)

Output is delivered to this tray.

* Peripheral device.



(10) Tray 1 (left side)

This holds paper. Up to 1200 sheets of paper can be loaded.

☞ TRAY SETTINGS FOR TRAY 1 AND TRAY 2 (page 27)

(11) Tray 2 (right side)

This holds paper. Up to 800 sheets of paper can be loaded.

☞ TRAY SETTINGS FOR TRAY 1 AND TRAY 2 (page 27)

(12) Tray 3

This holds paper. Transparency film, tab paper, and other special media can also be loaded. Up to 500 sheets of paper can be loaded.

☞ TRAY SETTINGS FOR TRAY 3 AND TRAY 4 (page 30)

(13) Tray 4

This holds paper. Up to 500 sheets of paper can be loaded.

☞ TRAY SETTINGS FOR TRAY 3 AND TRAY 4 (page 30)

(14) Tray 5 (when a large capacity tray (MX-LCX2) is installed)*

This holds paper. 8-1/2" x 11" or A4 paper can be loaded. Up to 3500 sheets of paper can be loaded.

☞ TRAY SETTINGS OF TRAY 5 (LARGE CAPACITY TRAY) (page 33)

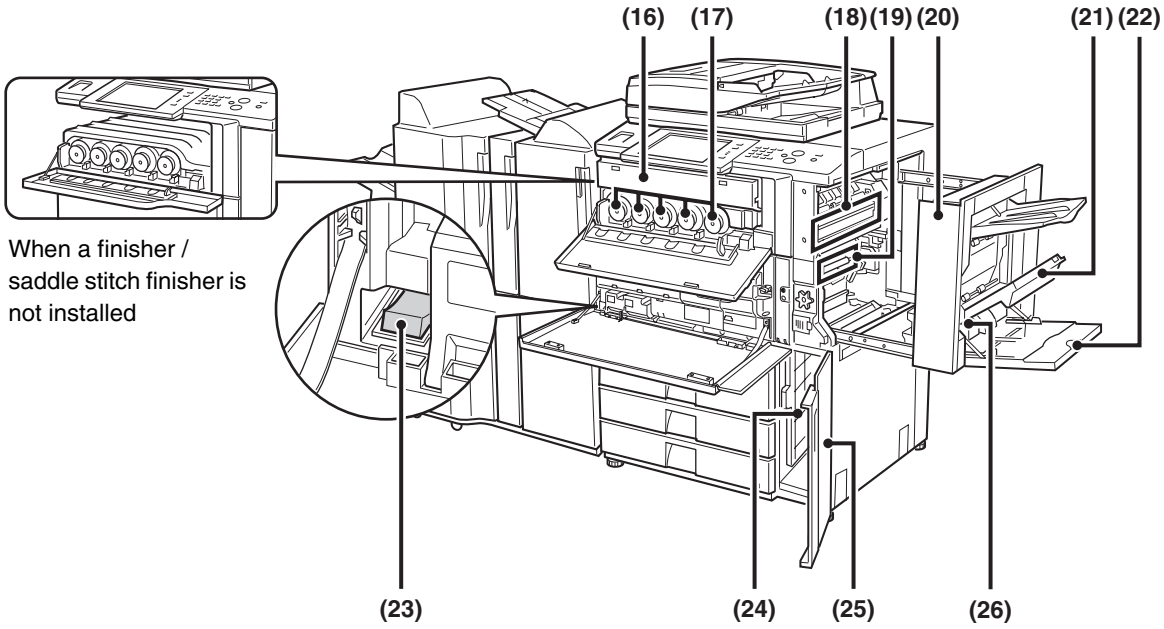
(15) Tray 5 (when a large capacity tray (MX-LCX3) is installed)*

This holds paper. 8-1/2" x 11" to 12" x 18" (B5 to A3W) paper can be loaded. Up to 3000 sheets of paper can be loaded.

☞ TRAY SETTINGS OF TRAY 5 (LARGE CAPACITY TRAY) (page 33)

* Peripheral device.

INTERIOR



(16) Paper pass unit*

This transfers output to the finisher or saddle stitch finisher.

(17) Toner cartridges

These contain toner for printing. When the toner runs out in a cartridge, the cartridge of the color that ran out must be replaced.

☞ REPLACING THE TONER CARTRIDGES (page 71)

(18) Fusing unit

Heat is applied here to fuse the transferred image onto the paper.

⚠ Caution

The fusing unit is hot. Take care not to burn yourself when removing a paper misfeed.

(19) Transfer belt

During full color printing, the toner images of each of the four colors on each of the photoconductive drums are combined together on the transfer belt. During black and white printing, only the black toner image is transferred onto the transfer belt.

Do not touch or damage the transfer belt. This may cause a defective image.

(20) Right side cover

Open this cover to operate the fusing unit pressure adjusting lever and to remove a misfeed.

☞ Fusing unit pressure adjusting levers (page 43)

(21) Paper reversing section cover

This is used when 2-sided printing is performed. Open this cover to remove a paper misfeed.

(22) Bypass tray

Use this tray to feed paper manually.
When loading paper larger than 8-1/2" x 11"R or A4R, be sure to pull out the bypass tray extension.

☞ LOADING PAPER IN THE BYPASS TRAY (page 38)

(23) Main power switch

This is used to power on the machine.
When using the fax or Internet fax functions, keep this switch in the "on" position.

☞ TURNING THE POWER ON AND OFF (page 16)

(24) Waste toner box

This collects excess toner that remains after printing.

☞ REPLACING THE WASTE TONER BOX (page 74)

Your service technician will collect the waste toner box.

(25) Waste toner box compartment cover

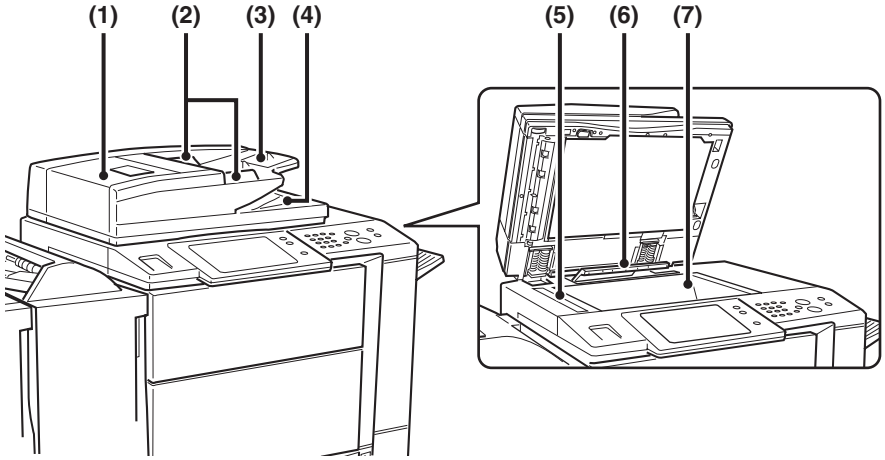
Open this to remove a paper misfeed from trays 1 to 4, or to replace the waste toner box.

(26) Right side cover release lever

To remove a paper misfeed, pull and hold this lever up to open the right side cover.

* Peripheral device.

AUTOMATIC DOCUMENT FEEDER AND DOCUMENT GLASS



(1) Document feeding area cover

Open to remove a misfed original.

(2) Original guides

These help ensure that the original is scanned correctly. Adjust the guides to the width of the original.

☞ PLACING THE ORIGINAL (page 44)

(3) Document feeder tray

Place originals in this tray. 1-sided originals must be placed face up.

☞ PLACING THE ORIGINAL (page 44)

(4) Original exit tray

Originals are delivered to this tray after scanning.

(5) Scanning area

Originals placed in the document feeder tray are scanned here.

☞ REGULAR MAINTENANCE (page 62)

(6) Original size detector

This detects the size of an original placed on the document glass.

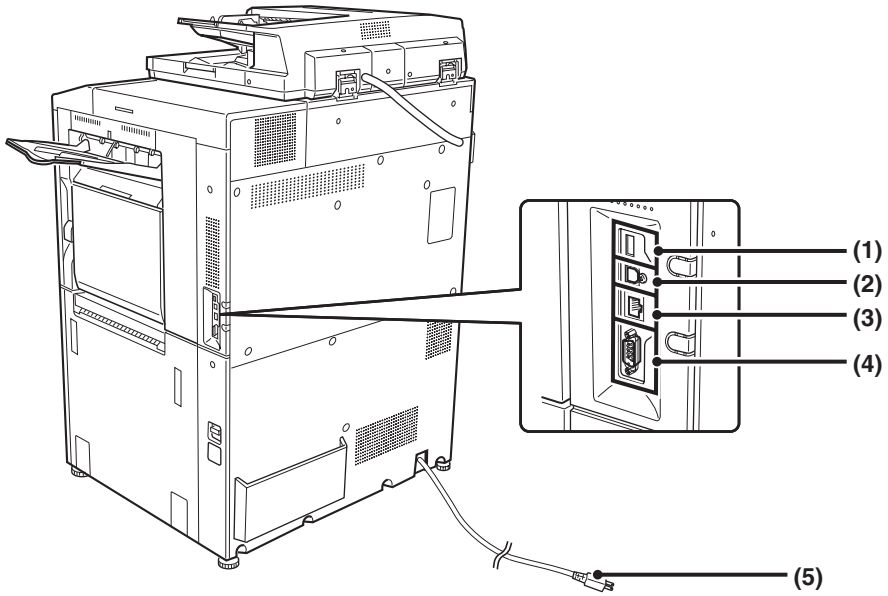
☞ PLACING THE ORIGINAL ON THE DOCUMENT GLASS (page 46)

(7) Document glass

Use this to scan a book or other thick original that cannot be fed through the automatic document feeder.

☞ PLACING THE ORIGINAL ON THE DOCUMENT GLASS (page 46)

SIDE AND BACK



(1) USB connector (A type)

This is used to connect a USB device such as USB memory to the machine.
For the USB cable, use a shielded cable.

(2) USB connector (B type)

A computer can be connected to this connector to use the machine as a printer.
For the USB cable, use a shielded cable.

(3) LAN connector

Connect the LAN cable to this connector when the machine is used on a network.
For the LAN cable, use a shielded type cable.

(4) Service-only connector

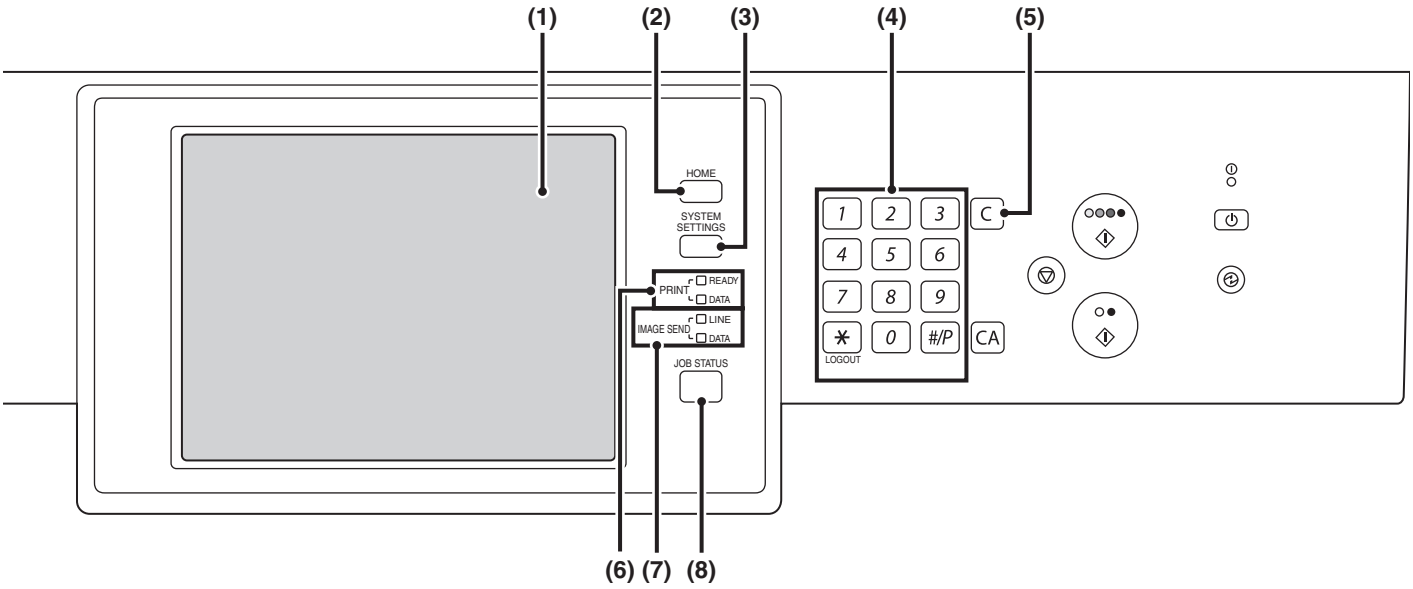
⚠ Caution

This connector is for use only by service technicians. Connecting a cable to this connector may cause the machine to malfunction.

Important note for service technicians:
The cable connected to the service connector must be less than 118" (3 m) in length.

(5) Power plug

OPERATION PANEL



(1) Touch panel

Messages and keys appear in the touch panel display. Touch the displayed keys to perform a variety of operations.

When a key is touched, a beep sounds and the selected item is highlighted. This provides confirmation as you perform an operation.

☞ TOUCH PANEL (page 12)

(2) [HOME] key

Touch this key to display the home screen. Frequently used settings can be registered in the home screen to enable quick and easy operation of the machine.

☞ HOME SCREEN (page 23)

(3) [SYSTEM SETTINGS] key

Press this key to display the system settings menu screen. The system settings are used to configure paper tray settings, store addresses for transmission operations, and adjust parameters to make the machine easier to use.

☞ System Settings Guide

(4) Numeric keys

These are used to enter the number of copies, fax numbers, and other numerical values.

(5) [CLEAR] key (C)

Press this key to return the number of copies to "0".

(6) PRINT mode indicators

- **READY indicator**
  Print jobs can be received when this indicator is lit.
- **DATA indicator**
  This blinks while print data is being received and lights steadily while printing is taking place.

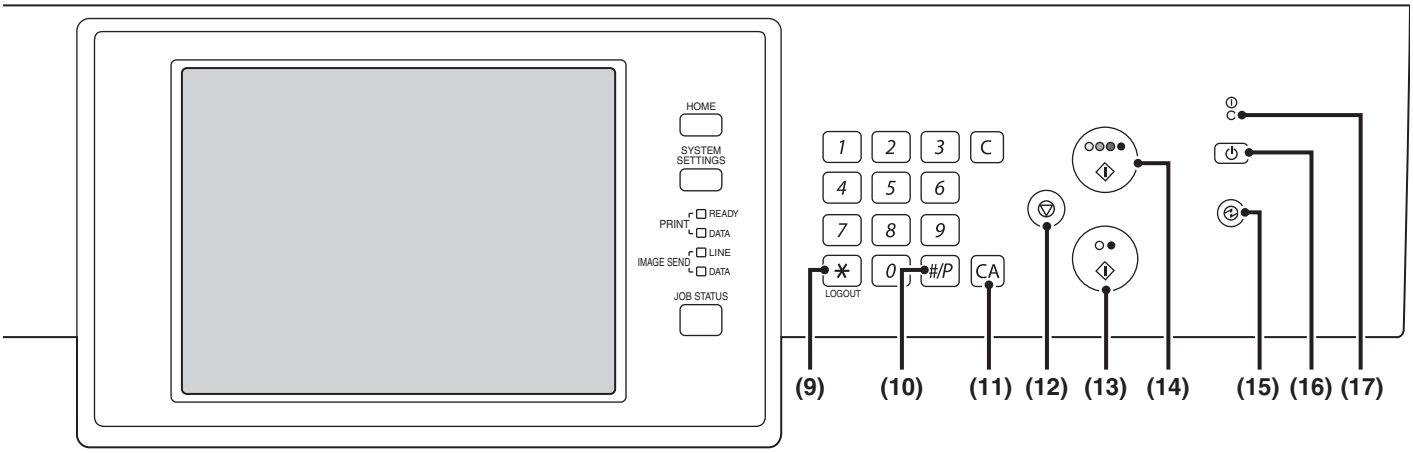
(7) IMAGE SEND mode indicators

- **LINE indicator**
  This lights up during transmission or reception of a fax or Internet fax. This also lights during transmission of an image in scan mode.
- **DATA indicator**
  This blinks when a received fax or Internet fax cannot be printed because of a problem such as out of paper. This lights up when there is a transmission job that has not been sent.

(8) [JOB STATUS] key

Press this key to display the job status screen. The job status screen is used to check information on jobs and to cancel jobs.

☞ PRINT/SEND STATUS (JOB STATUS) (page 15)



(9) [LOGOUT] key ( )

Press this key to log out after you have logged in and used the machine. When using the fax function, this key can also be pressed to send tone signals on a pulse dial line.

☞ USER AUTHENTICATION (page 18)

(10) [#/P] key ( )

When using the copy function, press this key to use a job program. When using the fax function, this key can be used when dialing.

(11) [CLEAR ALL] key ( )

Press this key to return to the initial operation state. Use this key when you wish to cancel all settings that have been selected and start operation from the initial state.

(12) [STOP] key ( )

Press this key to stop a copy job or scanning of an original.

(13) [BLACK & WHITE START] key ( )

Press this key to copy or scan an original in black and white. This key is also used to send a fax in fax mode.

(14) [COLOR START] key ( )

Press this key to copy or scan an original in color. This key cannot be used for fax or Internet fax.

(15) [POWER SAVE] key ( ) / indicator

Use this key to put the machine into auto power shut-off mode to save energy.

The [POWER SAVE] key ( ) blinks when the machine is in auto power shut-off mode.

☞ [POWER SAVE] KEY (page 17)

(16) [POWER] key ( )

Use this key to turn the machine power on and off.

☞ TURNING THE POWER ON AND OFF (page 16)

(17) Main power indicator

This lights up when the machine's main power switch is in the "on" position.

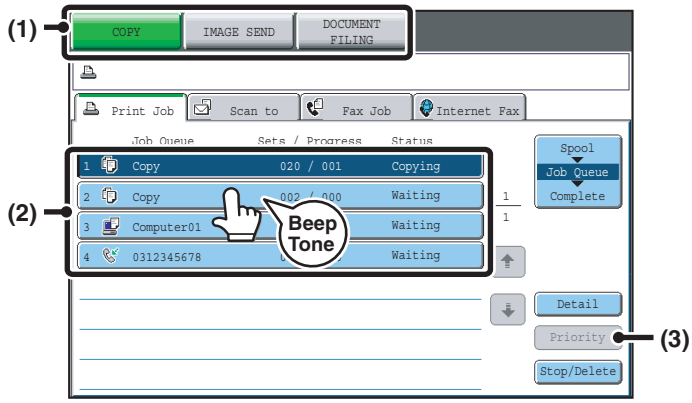
☞ TURNING THE POWER ON AND OFF (page 16)

TOUCH PANEL

The touch panel (screen) shown in this manual is a descriptive image. The actual screen is slightly different.

Using the touch panel

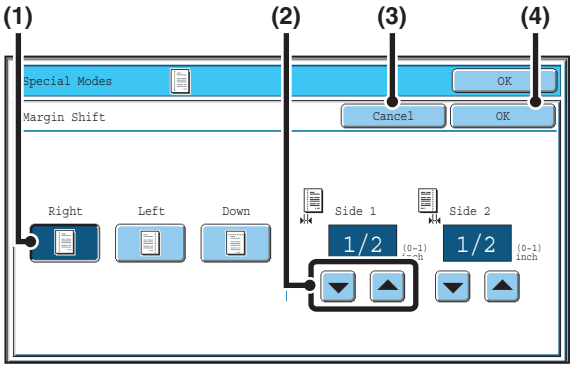
Example 1



(1) Mode select keys
Use these keys to switch between copy, image send, and document filing modes.
(2) Settings for each function are easily selected and canceled by touching the keys on the screen with your finger.
When an item is selected, a beep will sound and the item will be highlighted to confirm the selection.
(3) Keys that are grayed out cannot be selected.

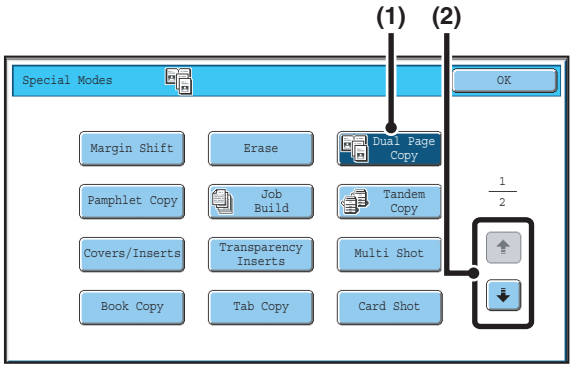
If you touch a key that cannot be selected, a double beep will sound.

Example 2



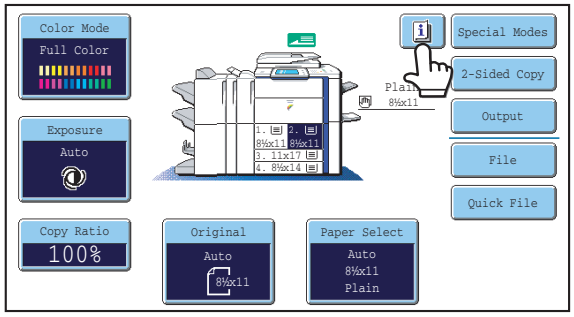
(1) If the initial state of a key in a screen is highlighted, the key is selected. To change the selection, touch one of the other keys to highlight that key.
(2) The ▼ ▲ keys can be used to increase or decrease a value. To make a value change quickly, keep your finger on the key.
(3) Touch this key to cancel a setting.
(4) Touch the [OK] key to enter and save a setting.

Example 3

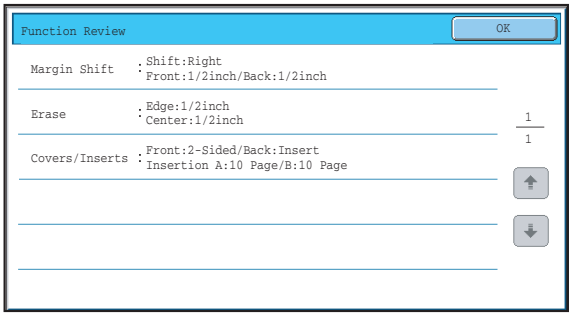


(1) Some items in the special modes screen are selected by simply touching the key of the item.
To cancel a selected item, touch the highlighted key once again so that it is no longer highlighted.
(2) When settings extend over multiple screens, touch the ▼ key or the ▲ key to switch through the screens.

Example 4



When at least one special mode is selected, the key appears in the base screen.



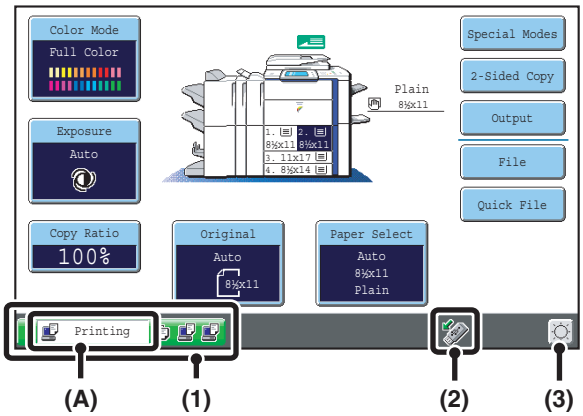
The key can be touched to display a list of the selected special modes.

The above explanations do not apply to the system settings. For information on the screens and procedures for using the system settings, see the System Settings Guide.

System Settings (Administrator): Keys Touch Sound
This is used to adjust the volume of the beep that sounds when keys are touched. The key touch sound can also be turned off.

SYSTEM BAR

The system bar appears at the bottom of the touch panel.
The items that appear in the system bar are explained below.



(1) Job status display

The first four jobs in progress or reserved are indicated by icons. The icons are as follows.

	Print job		Copy job
	Scan to E-mail job		Scan to FTP job
	Scan to Network Folder job		Scan to Desktop job
	Fax transmission job		Fax reception job
	PC-Fax transmission job		Internet fax transmission job
	Internet Fax reception job		PC-I-Fax transmission job
	Broadcast job		Scan to HDD file print job
	Tandem copy/print job		

The status of the first job is indicated as shown in (A). The color appearing in the job status display depends on the job status as indicated in the table below.
The job status display can be touched to show the job status screen.

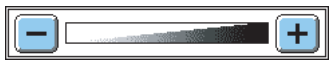
Job status display	Machine Configuration
Green	A print, scan or other job is being executed normally.
Yellow	The machine is warming up or on standby, or a job is being canceled.
Red	A paper misfeed or other error condition has occurred.
Gray	The machine has no jobs.

(2) USB device display

This appears when a USB memory or other USB device is connected to the machine.

(3) Brightness adjustment key

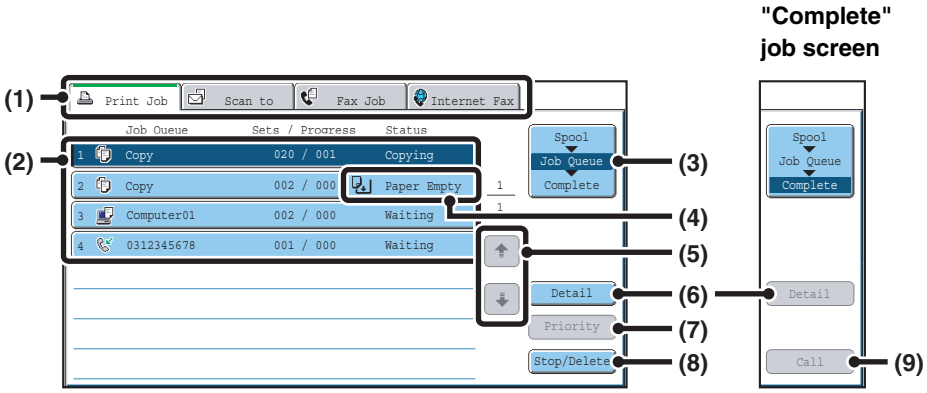
Touch this key to adjust the brightness of the touch panel.
When touched, the following screen appears next to the key.



Touch the [+] key or the [-] key to adjust the brightness. When finished, touch the brightness adjustment key again to close the screen.

PRINT/SEND STATUS (JOB STATUS)

This screen appears when the [JOB STATUS] key on the operation panel is pressed.
The screen shows lists of the jobs that are reserved and in progress, and jobs that have been completed. This screen is used to check jobs, move a job to the top of the job queue, or delete a job.



(1) Mode select tabs

Use these tabs to select print mode, scan mode, fax mode, or Internet fax mode.

- The [Print Job] tab shows copy, print, received fax, received Internet fax, and self print jobs.
- The [Scan to] tab shows transmission jobs that use the scanner function.
- The [Fax Job] tab shows transmission (and reception) jobs that use the fax and PC-Fax functions.
- The [Internet Fax] tab shows transmission (and reception) jobs that use the Internet fax and PC-I-fax functions.

For more information on the job status screen in each mode, see the manual for each mode.

(2) Job list

- This shows jobs that are reserved and in progress (job queue), and jobs that have been completed.
  When the [Print Job] tab is touched in the mode select tabs, the job status screen selector key changes and the "Spool" list appears.
  A brief description of each job and its status appears in the list.
- The "Spool" screen shows spooled print jobs and encrypted PDF jobs waiting for password entry. To move an encrypted PDF job from the spool list to the job queue, touch the key of the job and enter the job password.

(3) Job status screen selector key

This switches the job list display between spooled jobs, the job queue, and completed jobs.
"Spool": This shows spooled print jobs and encrypted PDF jobs waiting for password entry. "Spool" appears when print jobs are displayed.
"Job Queue": This shows reserved jobs and the job in progress.
"Complete": This shows completed jobs.

(4) "Paper Empty" display

Add paper.
When the status is "Paper Empty", the specified size of paper for the job is not loaded in any of the trays. In this case, the job will be held until the required size of paper is loaded. Other jobs that are waiting will be printed (if possible) ahead of the held job. (However, other jobs will not be printed if the paper ran out while printing was in progress.)
If you need to change the paper size because the specified paper size is not available, touch the key of the job in the job list (2) to select it, touch the [Detail] key described in (6), and select a different paper size.

(5) keys

These change the page of the displayed job list.

(6) [Detail] key

This shows detailed information on a selected job.
When a job has been stored using Quick File or File in document filing mode, or when a broadcast transmission has been performed in image send mode, the job appears as a key in the completed jobs screen. You can touch the [Detail] key to show details on the completed job, and you can also touch the [Call] key to reprint or resend the job.

(7) [Priority] key

A reserved job in the "Job Queue" screen can be printed ahead of all other reserved jobs by selecting the job and then touching this key.
In the print job queue, select the print or copy job to which you wish to give priority and touch this key. The job in progress stops and printing of the selected job begins. When the selected job is completed, the interrupted job resumes.

(8) [Stop/Delete] key

Use this key to cancel the job currently in progress or a selected reserved job. Note that printing of received faxes and received Internet faxes cannot be canceled.

(9) [Call] key

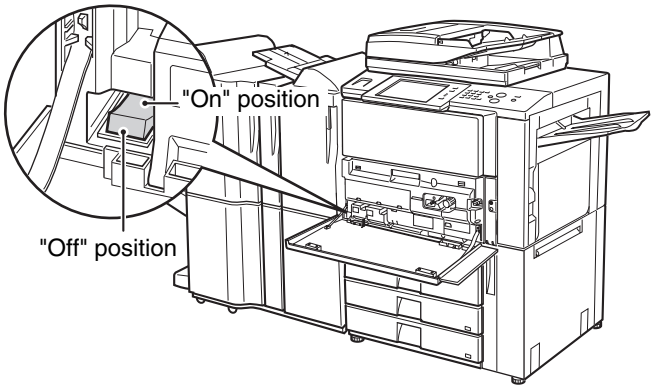
A job that appears in the completed jobs screen as a key can be touched followed by the [Call] key to reprint or resend the job. This is the same [Call] key that appears when the [Detail] key is touched.

TURNING THE POWER ON AND OFF

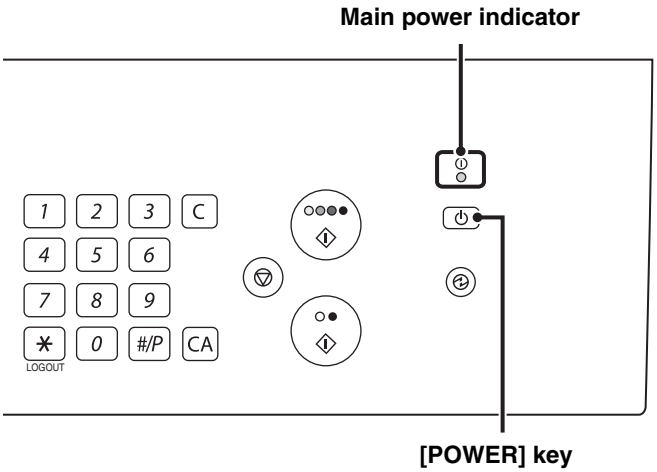
The machine has two power switches. The main power switch is at the lower left after the front cover (lower) is opened. The other power switch is the [POWER] key (⏻) on the operation panel at the top right.

Main power switch

When the main power switch is switched on, the main power indicator on the operation panel lights up.



[POWER] key



Turning on the power

(1) Switch the main power switch to the "on" position.

(2) Press the [POWER] key (⏻) to turn on the power.

Turning off the power

(1) Press the [POWER] key (⏻) to turn off the power.

(2) Switch the main power switch to the "off" position.

- Before switching off the main power switch, make sure that the DATA indicator for printing and the DATA and LINE indicators for image send are not lit or blinking on the operation panel.
  Switching off the main power switch or removing the power cord from the outlet while any of the indicators are lit or blinking may damage the hard drive and cause data to be lost.
- Switch off both the [POWER] key (⏻) and the main power switch and unplug the power cord if you suspect a machine failure, if there is a bad thunderstorm nearby, or when you are moving the machine.

When using the fax or Internet fax function, always keep the main power switch in the "on" position.

ENERGY SAVE FUNCTIONS

This product has the following two energy save functions that conform to the Energy Star guidelines to help conserve natural resources and reduce environmental pollution.

Preheat Mode (low power mode)

Preheat mode automatically lowers the temperature of the fusing unit and thereby reduces power consumption if the machine remains in the standby state for the interval of time set in "Preheat Mode Setting" in the system settings (administrator).
This keeps the fusing unit at a lower temperature and reduces power consumption while the machine is on standby. The machine automatically wakes up and returns to normal operation when a print job is received, a key is pressed on the operation panel, or an original is placed.

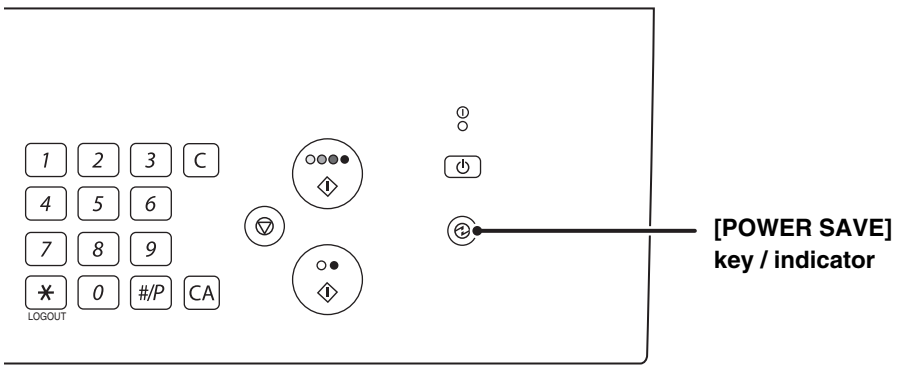
Auto power shut-off mode (Sleep mode)

Auto power shut-off mode automatically shuts off power to the display and the fusing unit if the machine remains in the standby state for the interval of time set in "Auto Power Shut-Off Timer" in the system settings (administrator). This mode provides the lowest level of power consumption. Considerably more power is saved than in preheat mode, however, the wakeup time is longer. This mode can be disabled in the system settings (administrator).
The machine automatically wakes up and resumes normal operation when a print job is received or when the blinking [POWER SAVE] key ( ) is pressed.

[POWER SAVE] KEY

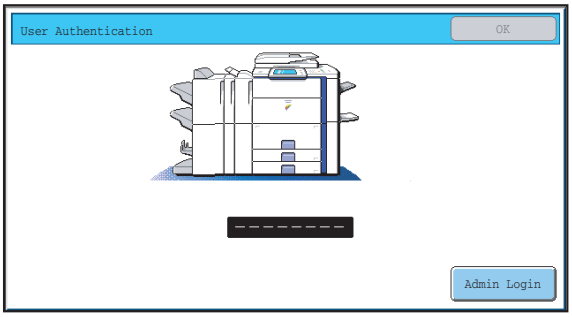
Press the [POWER SAVE] key ( ) to put the machine in auto power shut-off mode or wake it up from auto power shut-off mode. The [POWER SAVE] key ( ) has an indicator that indicates whether or not the machine is in auto power shut-off mode.

When the [POWER SAVE] key ( ) indicator is off in the standby state	The machine is ready to be used. If the [POWER SAVE] key ( ) is pressed when the indicator is off, the indicator will blink and the machine will enter auto power shut-off mode after a brief interval.
When the [POWER SAVE] key ( ) indicator is blinking	The machine is in auto power shut-off mode. If the [POWER SAVE] key ( ) is pressed when the indicator is blinking, the indicator will turn off and the machine will return to the ready state after a brief interval.

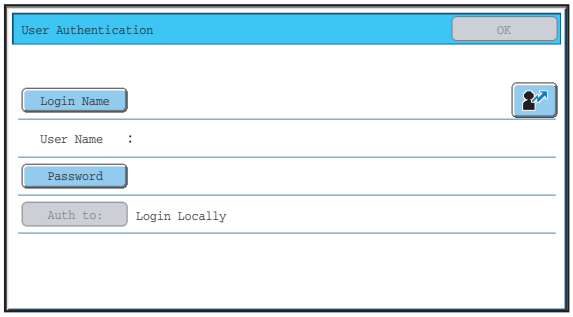


USER AUTHENTICATION

When the administrator of the machine has enabled user authentication, either of the two screens shown below will appear. If either screen appears, enter the user number or login name and password that you received from the administrator.



When controlled by user number

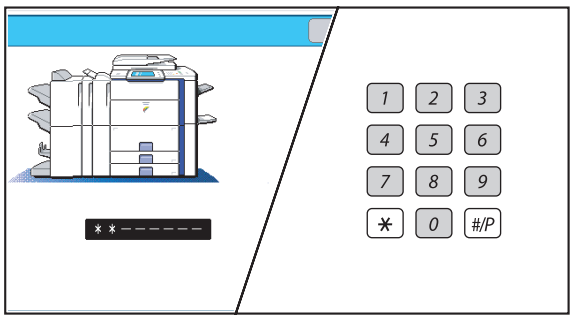


When controlled by login name and password
(Different items will appear in the screen when LDAP authentication is used.)

AUTHENTICATION BY USER NUMBER

The following procedure is used to log in using a user number received from the administrator of the machine.

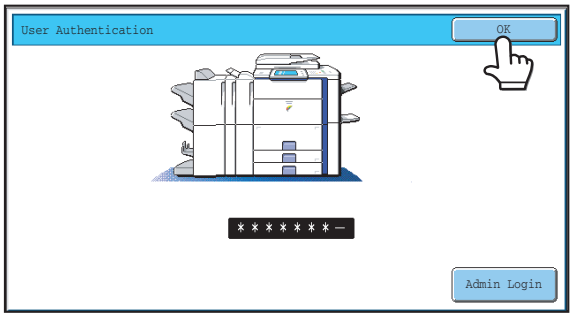
1



Enter your user number (5 to 8 digits) with the numeric keys.

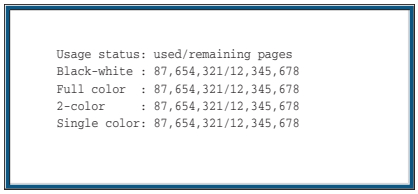
Each entered digit will be displayed as "*".

2



Touch the [OK] key.

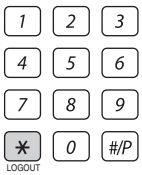
After the entered user number is authenticated, the user count screen will appear briefly.



When page limits have been set in "Pages Limit Group List" in the system settings (administrator), the number of pages remaining will appear. (The remaining number of pages that the user can use in each mode (copy, scan, etc.) appears.) The amount of time that this screen appears can be changed using "Message Time Setting" in the system settings (administrator).

When the user number is an 8-digit number, this step is not necessary. (Login takes place automatically after the user number is entered.)

3



When you have finished using the machine and are ready to log out, press the [LOGOUT] key (*).

- However, note that the [LOGOUT] key (*) cannot be used to log out when a fax number is being entered in fax mode, as the key is used for fax number entry.
- If a preset duration of time elapses after the machine is last used, the Auto Clear function will activate. When Auto Clear activates, logout takes place automatically. However, when PC Scan mode is used, logout does not take place when the [LOGOUT] key (*) is pressed and Auto Clear does not operate. Change to a different mode on the machine and then log out.

If an incorrect user number is entered 3 times in a row...

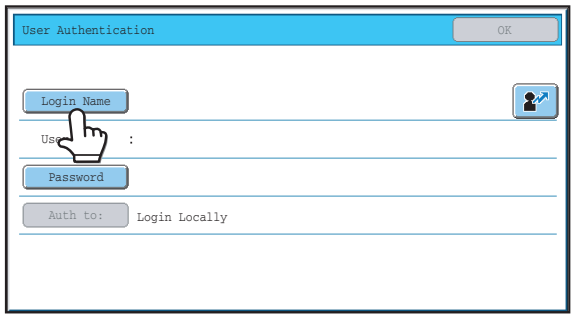
If "A Warning when Login Fails" is enabled in the system settings (administrator), the machine will lock for 5 minutes if an incorrect user number is entered 3 times in a row.
Verify the user number that you should use with the administrator of the machine.

The administrator can clear the locked state.
This is done from [User Control] and then [Default Settings] in the Web page menu.

AUTHENTICATION BY LOGIN NAME / PASSWORD

The following procedure is used to log in using a login name and password received from the administrator of the machine or the administrator of the LDAP server.

1



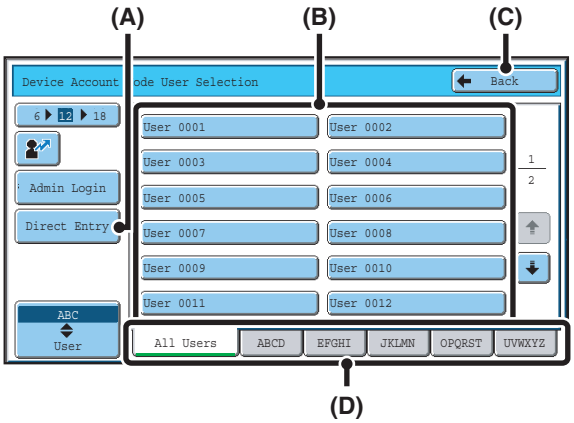
Touch the [Login Name] key or the key.

If the [Login Name] key is touched, a screen for selecting the user name appears. Go to the next step.

If the key is touched, an area for entering a "Registration No." appears [---].

Use the numeric keys to enter your registration number that has been stored in "User List" in the system settings (administrator). After entering the registration number, go to step 3.

2



Select the user name.

(A) [Direct Entry] key

Use this key if you have not been stored in "User List" in the system settings (administrator) and are only using LDAP authentication.

A text entry screen will appear. Enter your login name.

To enter text, see "6. ENTERING TEXT" (page 76).

(B) User selection keys

Touch your user name that has been stored in "User List" in the system settings (administrator).

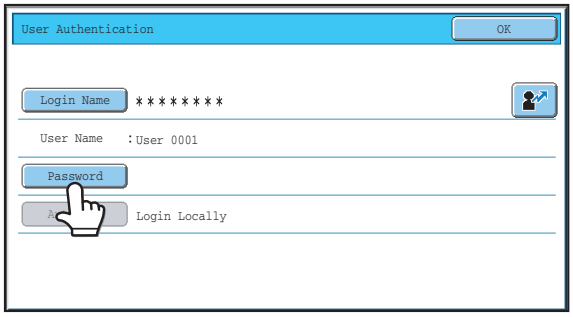
(C) [Back] key

Touch this key to return to the login screen.

(D) Index tabs

All users appear on the [All Users] tab. Users are grouped on the other tabs according to the search characters entered when each user was stored.

LDAP authentication can be used when the administrator of the server provides LDAP service on the LAN (local area network).



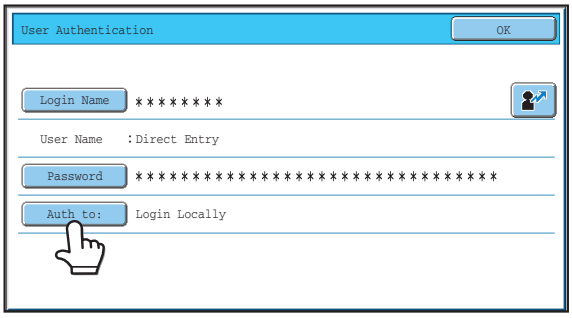
Touch the [Password] key.

A text entry screen for entering the password will appear. Enter your password that is stored in "User List" in the system settings (administrator).

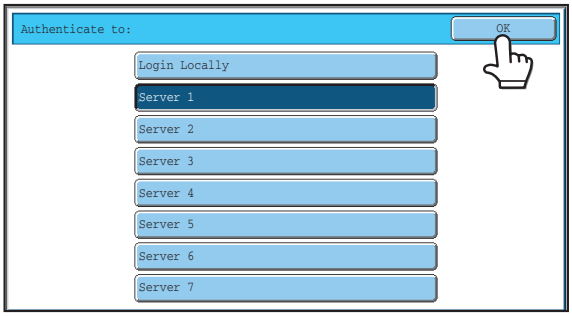
If you are logging in to an LDAP server, enter the password that is stored with your LDAP server login name.
Each entered character will be displayed as "∗". When you have finished entering the password, touch the [OK] key.
When authentication is by LDAP server and you have different passwords stored in "User List" in the system settings (administrator) and in the LDAP server, use the password stored in the LDAP server.

3

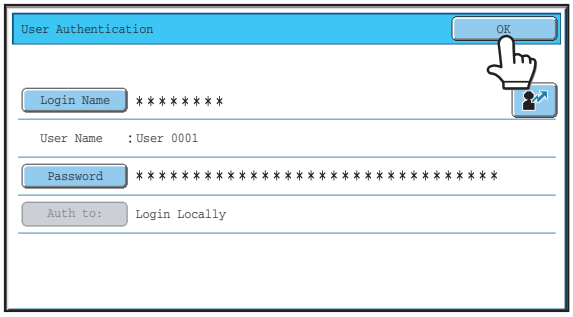
- When an LDAP server has been stored, [Auth to:] can be changed.
- **If you are logging in using a user selection key...**
  The LDAP server was stored when your user information was stored, and thus the LDAP server will appear as the authentication server when you select your login name. Go to step 4.
- **When logging in using the [Direct Entry] key...**
  Touch the [Auth to:] key.



Select the LDAP server and touch the [OK] key.



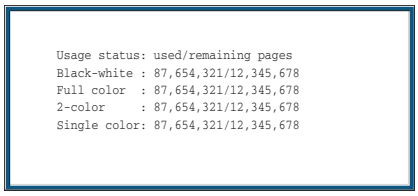
4



(Different items will appear in the screen when LDAP authentication is used.)

Touch the [OK] key.

After the entered login name and password are authenticated, the user count screen will appear briefly.



When page limits have been set in "Pages Limit Group List" in the system settings (administrator), the number of pages remaining will appear. (The remaining number of pages that the user can use in each mode (copy, scan, etc.) appears.) The amount of time that this screen appears can be changed using "Message Time Setting" in the system settings (administrator).

5



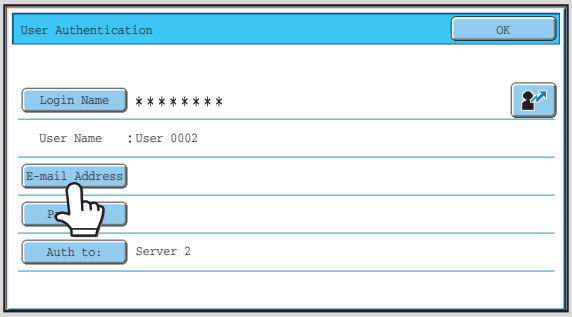
When you have finished using the machine and are ready to log out, press the [LOGOUT] key ([*]).

- However, note that the [LOGOUT] key ([*]) cannot be used to log out when a fax number is being entered in fax mode, as the key is used for fax number entry.
- If a preset duration of time elapses after the machine is last used, the Auto Clear function will activate. When Auto Clear activates, logout takes place automatically. However, when PC Scan mode is used, logout does not take place when the [LOGOUT] key ([*]) is pressed and Auto Clear does not operate. Change to a different mode on the machine and then log out.

If an incorrect login name or password is entered 3 times in a row...

If "A Warning when Login Fails" is enabled in the system settings (administrator), the machine will lock for 5 minutes if an incorrect login name or password is entered 3 times in a row.
Verify the login name and password that you should use with the administrator of the machine.

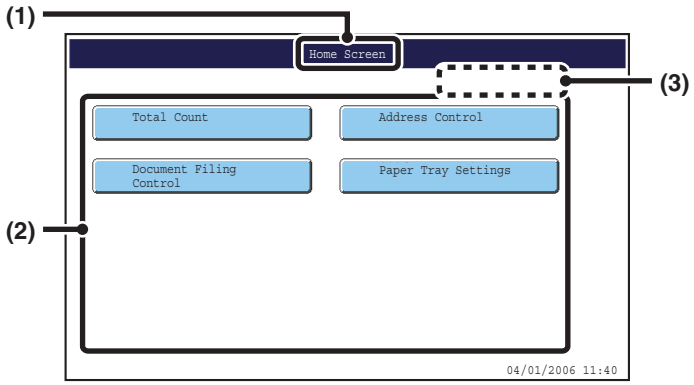
- The administrator can clear the locked state.
  This is done from [User Control] and then [Default Settings] in the Web page menu.
- When LDAP authentication is used, the [E-mail Address] key may appear, depending on the authentication method. If the [E-mail Address] key appears in step 3, touch the key.
  A text entry screen will appear. Enter your e-mail address. To enter text, see "6. ENTERING TEXT" (page 76).



System Settings (Administrator): User Registration
This is used to store names of users of the machine. Detailed information such as the login name, user number, and password are also stored. Ask the administrator of the machine for the information that you need to use the machine.

HOME SCREEN

When the [HOME] key is pressed on the operation panel, the home screen appears in the touch panel.
Shortcuts to functions can be registered as keys in the home screen. When a shortcut key is touched, the screen for that function appears. Register frequently used functions in the home screen to quickly and conveniently access those functions. When user authentication is used, the home screen of "Favorite Operation Group" can be displayed.
Register keys that you wish to show in the home screen in the Web pages.



(1) Title

This shows the title of the home screen.

(2) Shortcut key

A registered function appears as a shortcut key.
The key can be touched to select the registered function.

(3) User name

This shows the name of the logged in user.
The user name appears when user authentication is enabled on the machine.

- **System Settings (Administrator): Home Screen Settings**
  Registration is performed in [System Settings] - [Operation Settings] - [Home Screen Settings] in the Web page menu.
- **System Settings (Administrator): Home Screen List**
  Registration is performed in "Home Screen List" in [User Control] in the Web page menu.

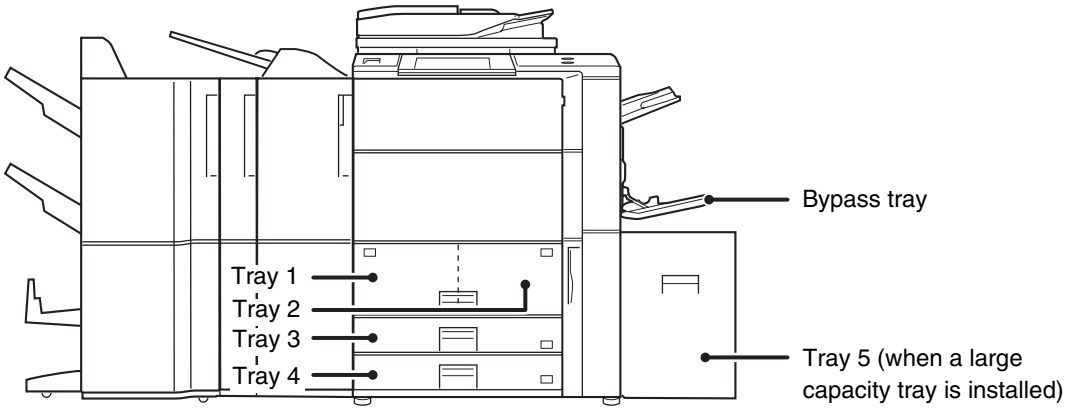
2 LOADING PAPER

IMPORTANT POINTS ABOUT PAPER

This section provides information that you should know before loading paper in the paper trays.
Be sure to read this section before loading paper.

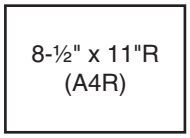
NAMES AND LOCATIONS OF TRAYS

The trays are identified by the names indicated below. For detailed information on the sizes and types of paper that can be loaded in each tray of the machine, see the specifications in the Safety Guide and "Paper Tray Settings" in the System Settings Guide.

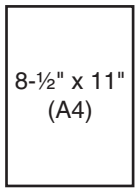


THE MEANING OF "R" IN PAPER SIZES

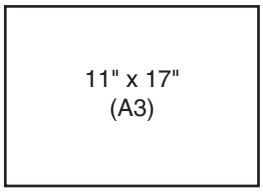
Some original and paper sizes can be placed in either the vertical or the horizontal orientation. To differentiate between vertical and horizontal orientations, paper sizes in the horizontal orientation will be followed by an "R" (for example, 8-1/2" x 11"R, A4R).
Sizes that can be placed only in the horizontal orientation (12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 13", A3W, A3, B4) do not include the "R" in their size indication.



Horizontal orientation
"R" is appended.



Vertical orientation
"R" is not appended.



Can be placed only in the horizontal orientation
"R" is not appended.

USEABLE PAPER

Various types of paper are sold. This section explains what plain paper and what special media can be used with the machine. For detailed information on the sizes and types of paper that can be loaded in each tray of the machine, see the specifications in the Safety Guide and "Paper Tray Settings" in the System Settings Guide.

Plain paper, special media

Plain paper that can be used

- SHARP standard plain paper (21 lbs. (80 g/m^2)). For paper specifications, see the specifications in the Safety Guide.
- Pain paper other than SHARP standard paper (16 lbs. to 28 lbs. (60 g/m^2 to 105 g/m^2))
  Recycled paper, colored paper and pre-punched paper must meet the same specifications as plain paper. Contact your dealer or nearest SHARP Service Department for advice on using these types of paper.

Types of paper that can be used in each tray

The following types of paper can be loaded in each tray.

	Tray 1 Tray 2	Tray 3	Tray 4	Bypass tray	Tray 5 (large capacity tray)
Plain paper	Permitted	Permitted	Permitted	Permitted	Permitted
Pre-printed	Permitted	Permitted	Permitted	Permitted	Permitted
Letter head	Permitted	Permitted	Permitted	Permitted	Permitted
Heavy paper 1*1	–	Permitted	Permitted	Permitted	Permitted
Heavy paper 2*1	–	–	–	Permitted	–
Labels	–	Permitted	–	Permitted	–
Glossy paper*2	–	Permitted	Permitted	Permitted	Permitted
Transparency film	–	Permitted	–	Permitted	–
Tab paper	–	Permitted	–	Permitted	–
Envelopes	–	–	–	Permitted	–
Thin paper*3	–	–	–	Permitted	–

*1 "Heavy paper 1" is heavy paper up to 56 lbs. (209 g/m^2), and "Heavy paper 2" is heavy paper up to 68 lbs. (256 g/m^2).
*2 When using glossy paper, set the paper type to heavy paper. This will bring out the glossy quality of the paper.
*3 Thin paper from 15 lbs. to 16 lbs. (55 g/m^2 to 59 g/m^2) can be used.

Print side face up or face down

Paper is loaded with the print side face up or face down depending on the paper type and tray.

Trays 1 to 4

Load the paper with the print side face up.
However, if the paper type is "Letter Head" or "Pre-Printed", load the paper with the print side face down*.

Bypass tray and tray 5

Load the paper with the print side face down.
However, if the paper type is "Letter Head" or "Pre-Printed", load the paper with the print side face up*.

* If "Disabling of Duplex" is enabled in the system settings (administrator), load the paper in the normal way (face up in trays 1 to 4; face down in the bypass tray and tray 5).

Paper that cannot be used

- Special media for inkjet printers (fine paper, glossy paper, glossy film, etc.)
- Carbon paper or thermal paper
- Pasted paper
- Paper with clips
- Paper with fold marks
- Torn paper
- Oil-feed transparency film
- Thin paper less than 15 lbs. (55 g/m^2)
- Paper that is 69 lbs. (257 g/m^2) or heavier
- Irregularly shaped paper
- Stapled paper
- Damp paper
- Curled paper
- Paper with a wave-like pattern due to moisture absorption

Non-recommended paper

- Iron-on transfer paper
- Japanese paper
- Reverse side of paper already printed on by another printer or copier.
- Perforated paper

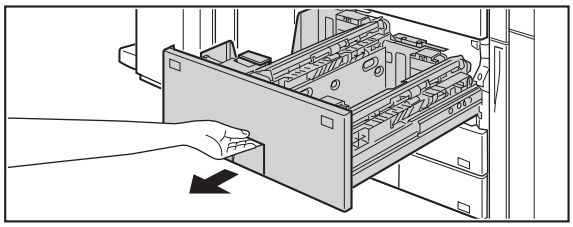
- Various types of plain paper and special media are sold. Some types cannot be used with the machine. Contact your dealer or nearest SHARP Service Department for advice on using these types of paper.
- The image quality and toner fusibility of paper may change due to ambient conditions, operating conditions, and paper characteristics, resulting in image quality inferior to that of SHARP standard paper. Contact your dealer or nearest SHARP Service Department for advice on using these types of paper.
- The use of non-recommended or prohibited paper may result in skewed feeding, misfeeds, poor toner fusing (the toner does not adhere to the paper well and can be rubbed off), or machine failure.
- The use of non-recommended paper may result in misfeeds or poor image quality. Before using non-recommended paper, check if printing can be performed properly.

TRAY SETTINGS FOR TRAY 1 AND TRAY 2

LOADING PAPER

Up to 1200 sheets of 8-1/2" x 11" or A4 size paper can be loaded in tray 1. Up to 800 sheets of 8-1/2" x 11" or A4 size paper can be loaded in tray 2.
For detailed information on the paper that can be loaded, see the specifications in the Safety Guide and "Paper Tray Settings" in the System Settings Guide.

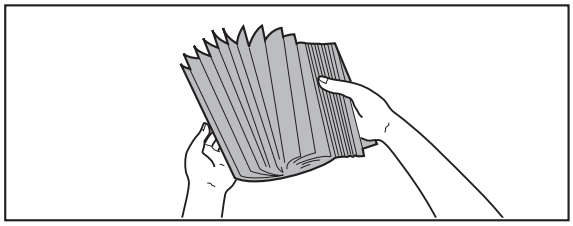
1



Pull out tray 1 - tray 2.

Gently pull the tray out until it stops.

2

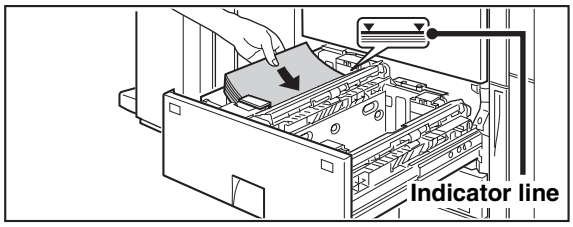


Fan the paper.

Fan the paper well before loading it. If the paper is not fanned, multiple sheets may feed at once and cause a misfeed.

3

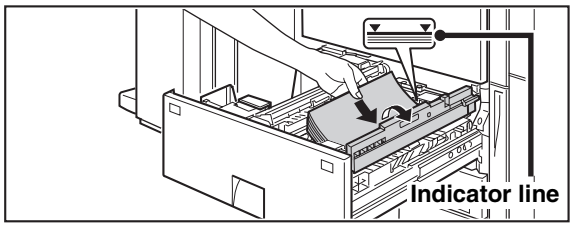
● **Tray 1**



Load paper in the left and right trays.

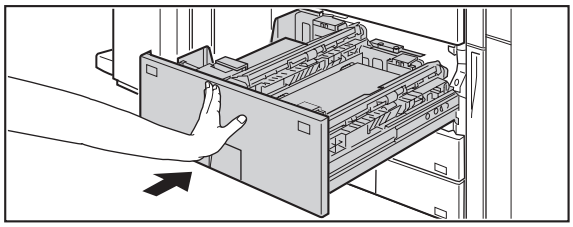
Load the paper with the print side face up. The stack must not be higher than the indicator line (maximum of 1200 sheets).

● **Tray 2**



Raise the paper guide and load the paper with the print side face up. The stack must not be higher than the indicator line (maximum of 800 sheets).
Be sure to return the paper guide to its original position after loading the paper.

4



Gently push tray 1- tray 2 into the machine.

Push the tray firmly all the way into the machine.

If you loaded a different type of paper than was loaded previously, change the paper type setting as explained in "Paper Tray Settings" in the System Settings Guide.

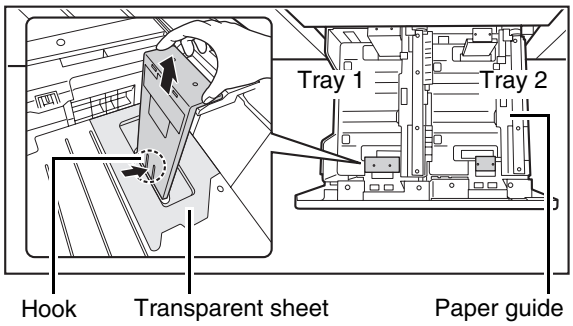
Do not place heavy objects on the tray or press down on the tray.

System Settings: Paper Tray Settings
Change these settings when you change the size or type of paper loaded in a tray.

CHANGING THE PAPER SIZE

To change the paper size of tray 1 - tray 2, follow the steps below.
This section only explains how to change the paper size. For the procedures for opening/closing the tray and loading paper, see "LOADING PAPER" (page 27).

1

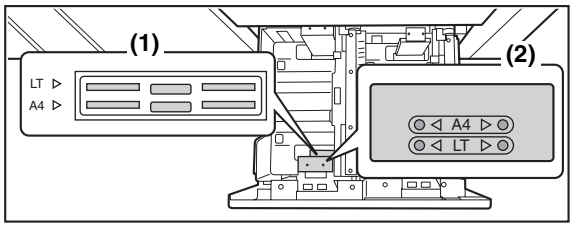


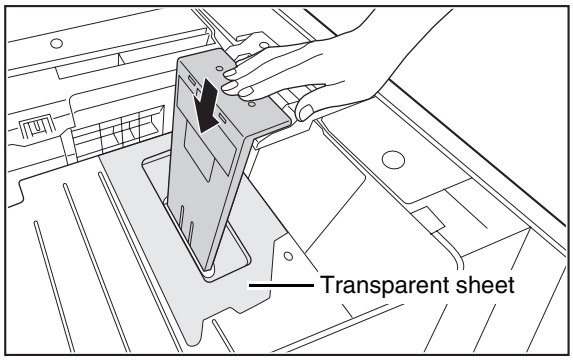
Remove the paper size guide.

With the base of the tray pressed all the way down, hold down the hook at the bottom on the paper size guide and pull the paper size guide up slightly.

Before changing the paper size of tray 2, raise the paper guide.

2





Attach the paper size guide and transparent sheet appropriately for the size of paper to be used.

(1) Align the bottom of the paper size guide with the appropriate slot on the base of the tray.

Align the paper size guide with the slot for the paper size to be used (indicated by the paper size mark).

(2) Align the holes at the top of the paper size guide with the protrusions that secure the paper size guide.

Align with the holes for the paper size to be used (indicated by the paper size mark).

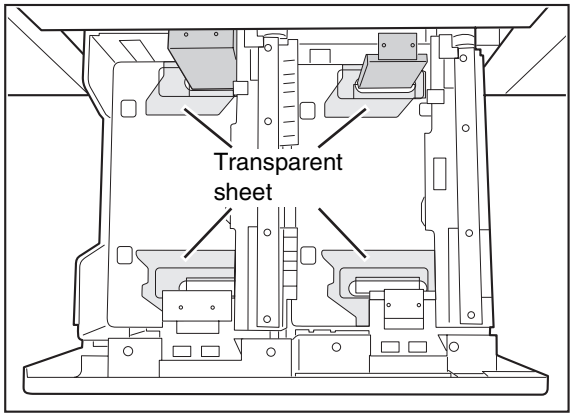
(3) Push in the paper guide so that it locks into place.

Push the paper size guide in until the hook at the bottom locks into place. (You will hear a "click" when the hook locks.) Move the paper size guide slightly to verify that it has locked into place.

When attaching the paper size guide, make sure that the top and bottom of the guide are aligned to the same paper size. If the top and bottom of the paper size guide are not aligned to the same paper size, skewed feeding and misfeeds will result.

- When attaching the paper size guide, place the transparent sheet in direct contact with the base of the tray in the correct orientation as shown.
- The slot or hole with the "LT" mark is for 8-1/2" x 11" size.

3



Repeat steps 1 and 2 to adjust the far paper guide to the paper size to be used.

Be sure to adjust the far paper guide to the same size as the near paper guide.
When removing and attaching the far paper size guide, take care not to hit the front cover of the machine.

Adjusting only one paper guide may result in skewed feeding or misfeeds.

4

Set the paper size and paper type.

Be sure to change the paper size and paper type settings as explained in "Paper Tray Settings" in the System Settings Guide. If the paper size setting is not configured correctly, automatic paper selection will not operate correctly and printing may take place on the wrong size or type of paper or a misfeed may occur.

Do not place heavy objects on the tray or press down on the tray.

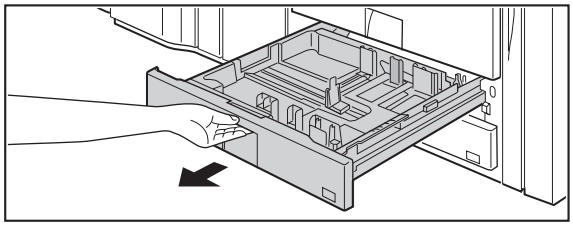
System Settings: Paper Tray Settings
Change these settings when you change the size or type of paper loaded in a tray.

TRAY SETTINGS FOR TRAY 3 AND TRAY 4

LOADING PAPER AND CHANGING THE PAPER SIZE

Up to 500 sheets of 5-1/2" x 8-1/2"R to 12" x 18" (A5R to A3W) size paper can be loaded in tray 3. Up to 500 sheets of 7-1/4" x 10-1/2"R to 12" x 18" (B5R to A3W) size paper can be loaded in tray 4.
For detailed information on the paper that can be loaded, see the specifications in the Safety Guide and "Paper Tray Settings" in the System Settings Guide.

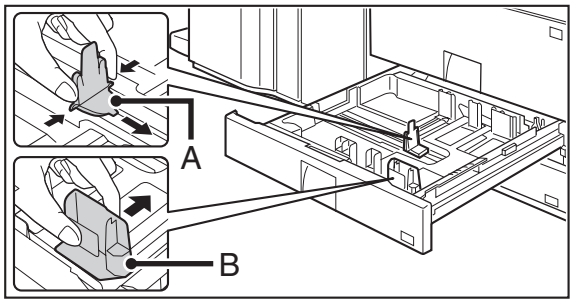
1



Pull out the paper tray.

Gently pull the tray out until it stops.
To load paper, go to step 3. To load a different size of paper, go to the next step.

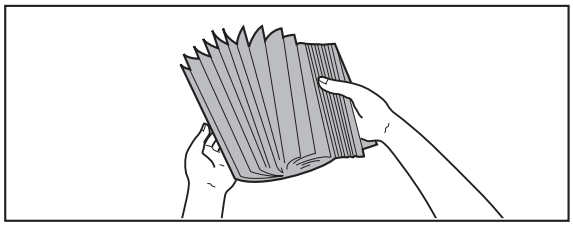
2



Adjust the guide plates A and B by squeezing their lock levers and sliding them to match the vertical and horizontal dimensions of the paper to be loaded.

The guide plates A and B are slidable. Slide each guide plate while squeezing its lock lever.

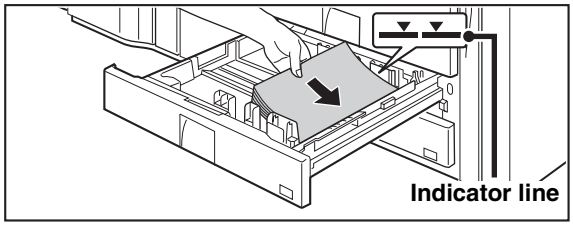
3



Fan the paper.

Fan the paper well before loading it. If the paper is not fanned, multiple sheets may feed at once and cause a misfeed.

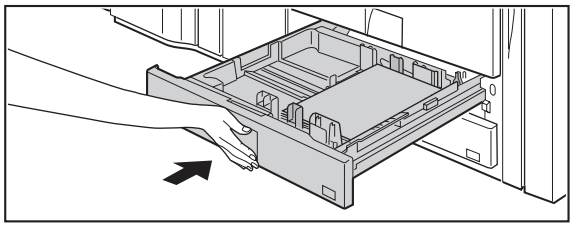
4



Insert the paper into the tray.

Load the paper with the print side face up. The stack must not be higher than the indicator line (maximum of 500 sheets).

5



Gently push the paper tray into the machine.

Push the tray firmly all the way into the machine.

- If you loaded a different type of paper than was loaded previously, change the paper type setting as explained in "Paper Tray Settings" in the System Settings Guide.
- If you loaded 8K, 16K, or 16KR size paper, or loaded a non-standard size of paper in tray 3, change the paper size setting as explained in "Paper Tray Settings" in the System Settings Guide. If the paper size setting is not configured correctly, automatic paper selection will not operate correctly and printing may take place on the wrong size or type of paper or a misfeed may occur.

Do not place heavy objects on the tray or press down on the tray.

System Settings: Paper Tray Settings
Change these settings when you change the size or type of paper loaded in a tray.

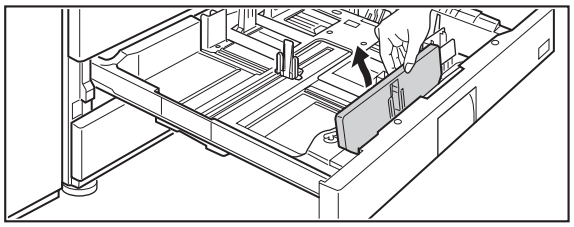
Loading tab paper and transparency film in tray 3

In addition to plain paper, tab paper, transparency film, and other special media can be loaded in tray 3.
To load tab paper or transparency film in tray 3, follow the steps below.

Loading tab paper

To use tab paper, the special guide must be attached as explained below.

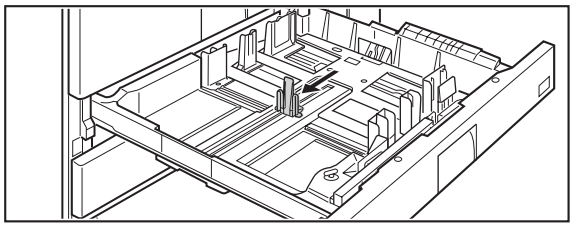
1

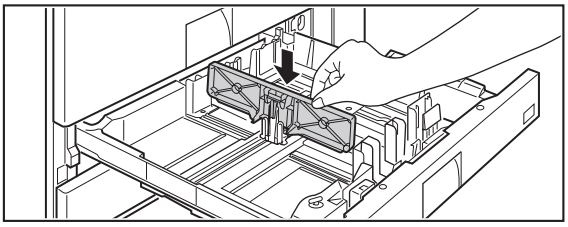


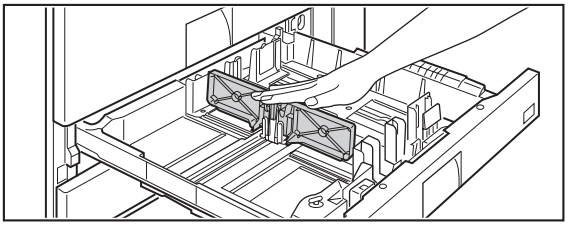
Take out the tab paper guide.

The guide is stored inside tray 3 as shown. When finished using tab paper, be sure to replace the guide.

2 Pull out the tray and attach the guide.

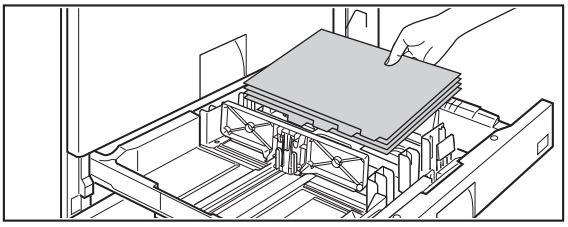






Slide the guide plate to the position of the bottom edge of the tab paper and attach the guide so that it covers the guide plate.

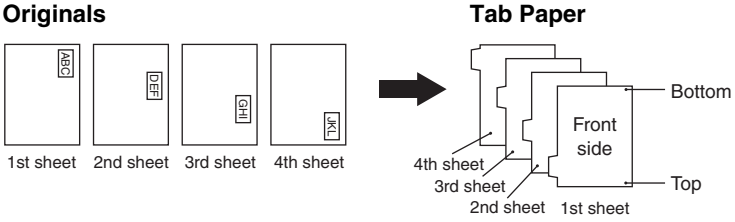
3 Insert the tab paper into the tray.



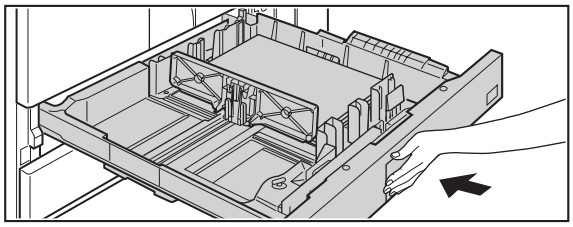
Place the tab paper with the print side face up so that the tab is to the left.

[Example]

Make sure that the positions of the tabs correspond with the originals as shown below.



4 Gently push the tray in and set the paper type to tab paper.



Change the paper type setting to tab paper as explained in "Paper Tray Settings" in the System Settings Guide.

Loading transparency film

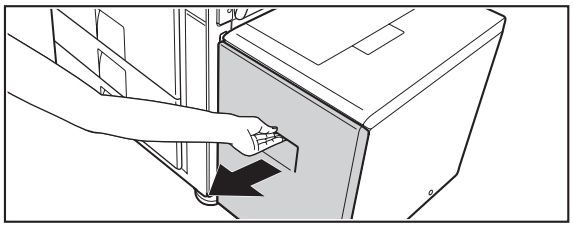
When loading transparency film, load the film in the vertical orientation with the rounded corner at the top right.

TRAY SETTINGS OF TRAY 5 (LARGE CAPACITY TRAY)

LOADING PAPER (MX-LCX2)

Up to 3500 sheets of 8-1/2" x 11" or A4 size paper (21 lbs. (80 g/m^2)) can be loaded in the large capacity tray (MX-LCX2).
For detailed information on the paper that can be loaded, see the specifications in the Safety Guide and "Paper Tray Settings" in the System Settings Guide.
The paper size of the large capacity tray (MX-LCX2) can only be changed by a service technician. If you need to change the paper size, consult your dealer or nearest SHARP Service Department.

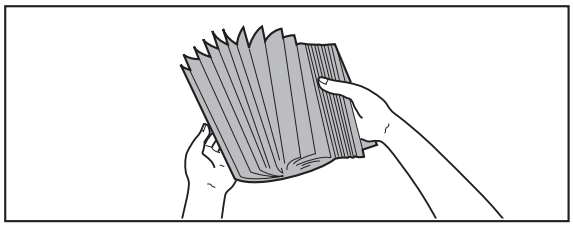
1



Pull out the paper tray.

Gently pull the tray out until it stops.

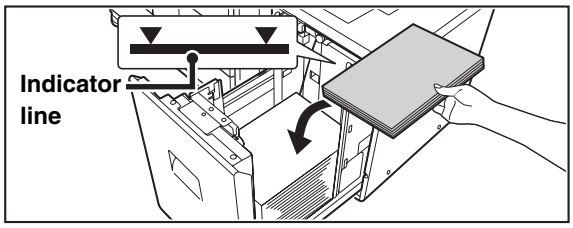
2



Fan the paper.

Fan the paper well before loading it. If the paper is not fanned, multiple sheets may feed at once and cause a misfeed.

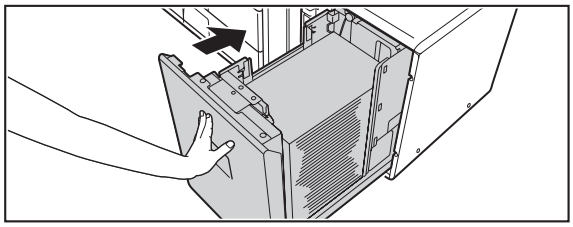
3



Place the paper in the center of the paper table.

Load the paper with the print side face down. The stack must not be higher than the indicator line (maximum of 3500 sheets).

4



Gently push the paper tray into the machine.

Push the tray firmly all the way into the machine.

If you loaded a different type of paper than was loaded previously, change the paper type setting as explained in "Paper Tray Settings" in the System Settings Guide.

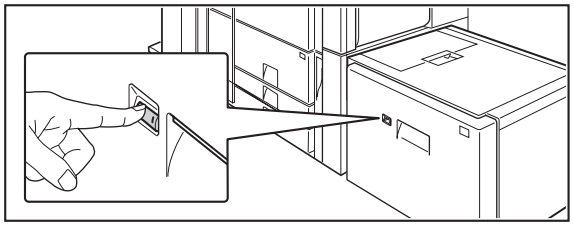
Do not place heavy objects on the tray or press down on the tray.

System Settings: Paper Tray Settings
Change these settings if you have loaded a different type of paper in the tray.

LOADING PAPER (MX-LCX3)

Up to 3000 sheets of 8-1/2" x 11" to 12" x 18" (B5 to A3W) size paper can be loaded in the large capacity tray (MX-LCX3). For detailed information on the paper that can be loaded, see the specifications in the Safety Guide and "Paper Tray Settings" in the System Settings Guide.

1

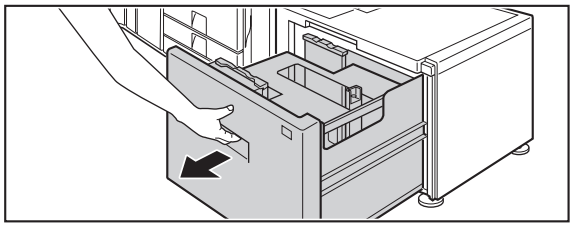


Press the operation button.

The operation button indicator will blink and the tray's paper table will descend to the paper loading position. Wait until the operation button indicator turns off.

Do not remove the tray before the indicator turns off. Attempting to pull the tray out when the indicator is blinking or solidly lit may damage the tray.

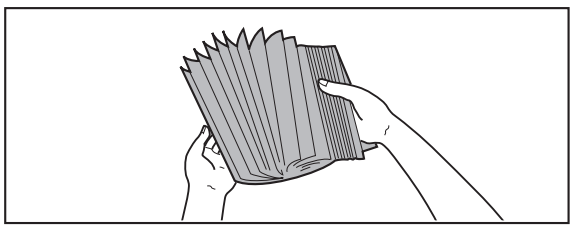
2



Pull out the paper tray.

Gently pull the tray out until it stops.

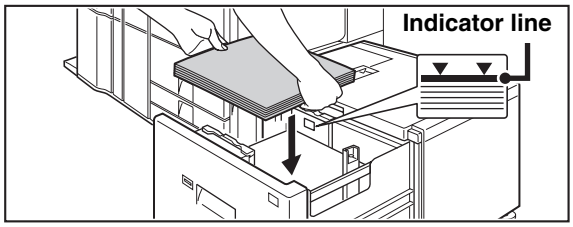
3



Fan the paper.

Fan the paper well before loading it. If the paper is not fanned, multiple sheets may feed at once and cause a misfeed.

4

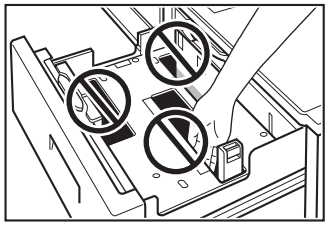


Place the paper in the center of the paper table.

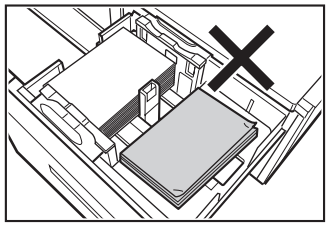
The paper should be loaded with the print side face down.
When a certain amount of paper is placed on the paper table, the paper table will automatically descend slightly and then stop. Continue loading paper in this way.
The paper stack must not be higher than the indicator line.
A maximum of 3000 sheets of paper can be loaded in the tray.

⚠ Caution

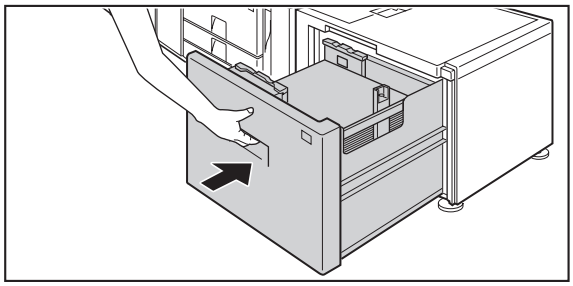
When placing paper, do not insert your fingers into the openings in the paper table.



Do not insert spare paper or other objects into openings inside the tray.



5



Gently push the paper tray into the machine.

Push the tray firmly all the way into the machine. After the tray is pushed in, the paper table will rise. While the paper tray rises, the operation button indicator will blink. After the paper tray finishes rising, the indicator will light solidly.

If you loaded a different type of paper than was loaded previously, change the paper type setting as explained in "Paper Tray Settings" in the System Settings Guide.

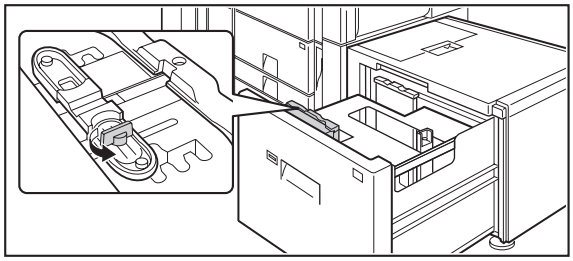
Do not place heavy objects on the tray or press down on the tray.

System Settings: Paper Tray Settings
Change these settings if you load a different type of paper in the tray.

CHANGING THE PAPER SIZE (MX-LCX3)

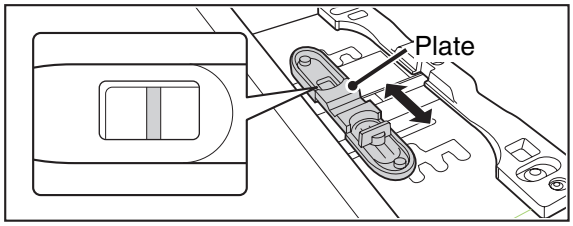
To change the paper size of the large capacity tray (MX-LCX3), follow the procedure below.
This procedure only explains how to change the paper size. For the procedures for opening/closing the tray and loading paper, see "LOADING PAPER (MX-LCX3)" (page 34).

1



Loosen the paper guide screw.

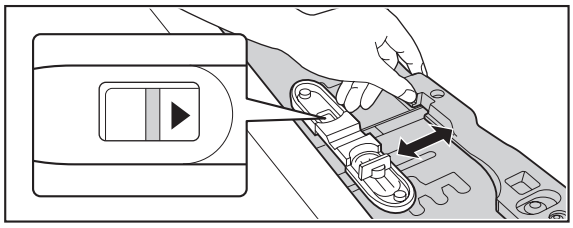
2



Slide the plate of the paper guide.

Slide the plate until the red line appears at the center of the size window of the plate.

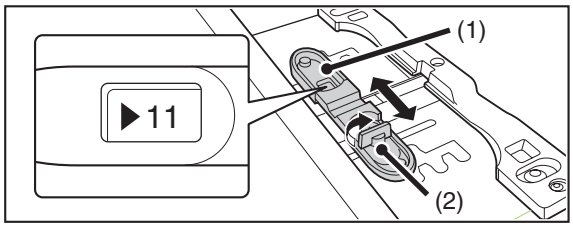
3



Adjust the paper guide to the paper size that will be used.

Slide the paper guide forward or backward until the size mark of the paper to be used (◀ or ▶) appears in the size window of the plate.

4



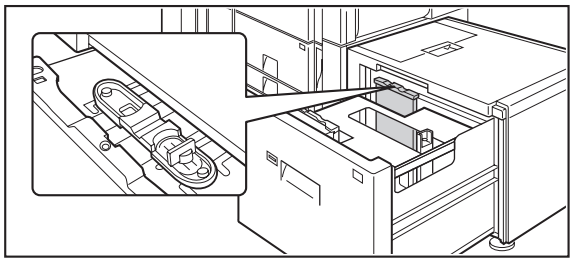
Secure the paper guide.

(1) Slide the plate of the paper guide.

Slide the plate until the paper size to be used appears in the size window of the plate.

(2) Tighten the paper guide screw.

5

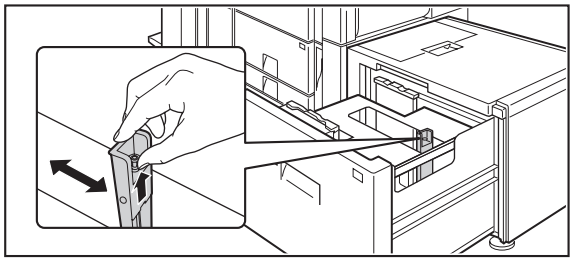


Repeat steps 1 through 4 to adjust the far paper guide to the paper size to be used.

Be sure to adjust the far guide to the same paper size as the near guide.

Adjusting only one paper guide may result in skewed feeding or misfeeds.

6



Change the right paper guide to the paper size to be used.

(1) While holding up the paper guide lock, slide the paper guide to the paper size to be used.

(2) Release the paper guide lock.

(3) Move the paper guide slightly to the right and left so that it locks into place.

You will hear a "click" when the paper guide locks.

7

Set the paper size and paper type.

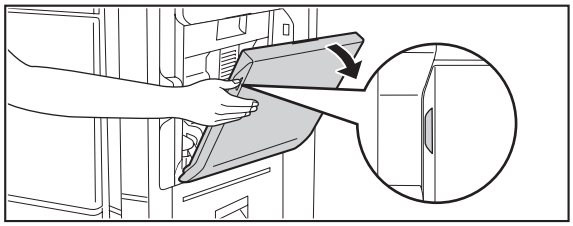
Be sure to change the paper size and paper type settings as explained in "Paper Tray Settings" in the System Settings Guide. If the paper size setting is not configured correctly, automatic paper selection will not operate correctly and printing may take place on the wrong size or type of paper or a misfeed may occur.

Do not place heavy objects on the tray or press down on the tray.

System Settings: Paper Tray Settings
Change these settings when you change the size or type of paper loaded in a tray.

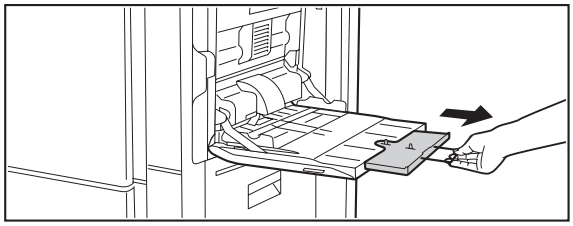
LOADING PAPER IN THE BYPASS TRAY

The bypass tray can be used to print on plain paper, envelopes, label sheets, tab paper, and other special media. Up to 100 sheets of paper can be loaded (up to 40 sheets of heavy paper) for continuous printing similar to the other trays. For detailed information on the paper that can be loaded, see the specifications in the Safety Guide and "Paper Tray Settings" in the System Settings Guide.



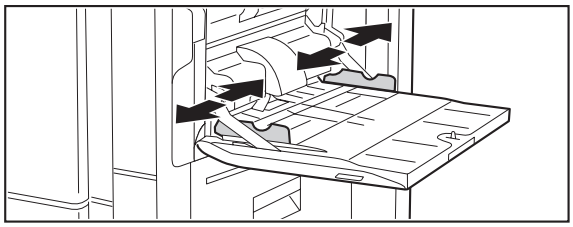
Open the bypass tray.

1



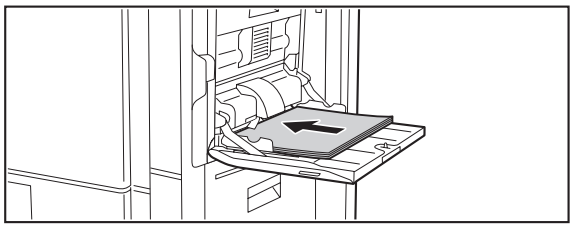
When loading paper larger than 8-1/2" x 11"R or A4R, be sure to pull out the bypass tray extension. Pull the bypass tray extension all the way out. If the bypass tray extension is not pulled all the way out, the size of the loaded paper will not be correctly displayed.

Do not place heavy objects on the bypass tray or press down on the tray.



Set the bypass tray guides to the width of the paper.

2



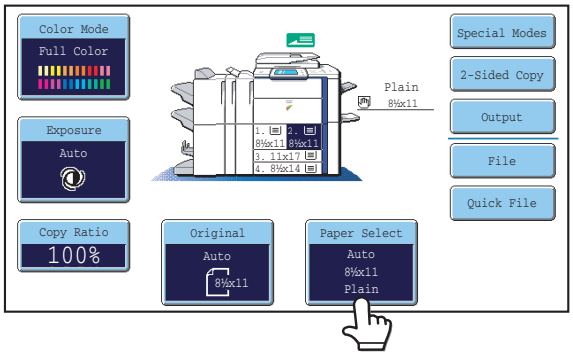
Insert the paper along the bypass tray guides all the way into the bypass tray until it stops.

Load the paper with the print side face down.

3

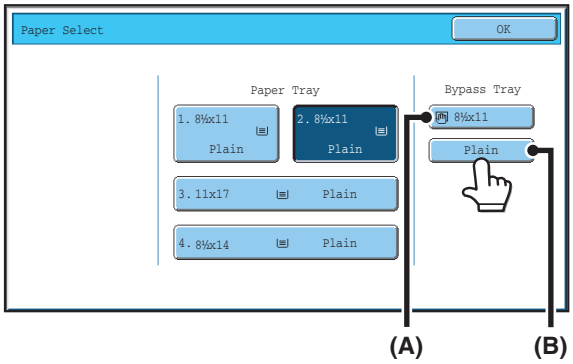
- Do not force the paper in.
- If the bypass tray guides are set wider than the paper, move the bypass tray guides in until they correctly fit the width of the paper. If the bypass guides are set too wide, the paper may skew or be creased.

4



Touch the [Paper Select] key.

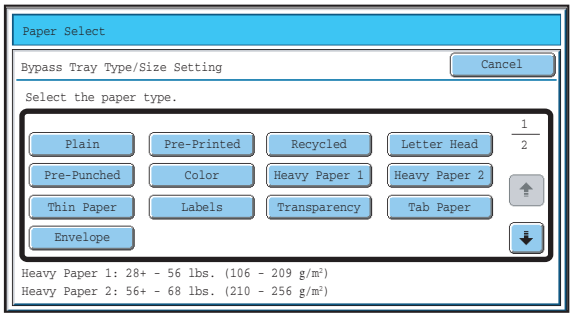
5



Touch the paper type key of the bypass tray.

(A) Shows the size of paper loaded in the bypass tray.
(B) Shows the currently selected paper type.

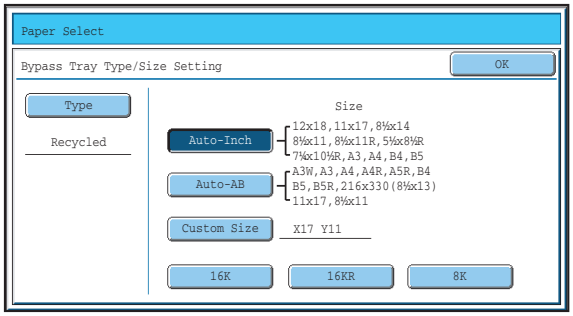
6

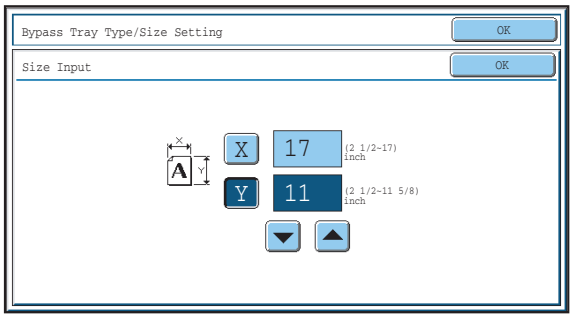


Select the type of paper used in the bypass tray.

Select the paper type to be used.

Example: recycled paper has been selected





7 Set the paper size.

[Auto-Inch] key

When the paper inserted in the bypass tray is a standard inch size (8-1/2" x 11", etc.), the paper size will be detected automatically and the appropriate paper size set.

[Auto-AB] key

When the paper inserted in the bypass tray is a standard AB size (A4 size, etc.), the paper size will be detected automatically and the appropriate paper size set.

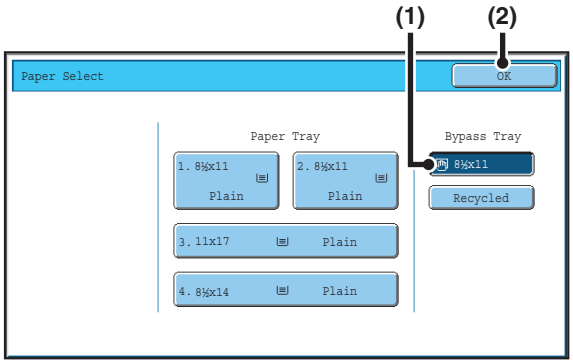
[Custom Size] key

Touch this key when you know the size of the inserted paper but it is not one of the standard inch or AB sizes.

When the key is touched, the paper size entry screen appears. Touch the [X] key and enter the horizontal dimension of the paper with the ▼ ▲ keys, and then touch the [Y] key and enter the vertical dimension. When finished, touch the [OK] key.

- When [Envelope] is selected, specify the size of the envelope. When finished, touch the [OK] key.
- If tab paper is selected, check the size. Touch the [Auto-Inch] key or the [Auto-AB] key. When you have finished checking/changing the setting, touch the [OK] key.
- To use a paper size used in China, touch [8K], [16K], or [16KR].

8 Select the bypass tray.



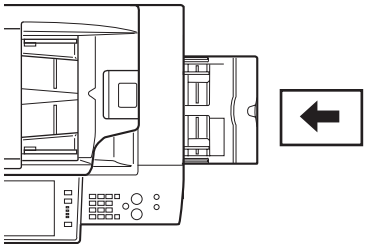
(1) Touch the paper size key of the bypass tray.

(2) Touch the [OK] key.

IMPORTANT POINTS WHEN USING THE BYPASS TRAY

- When using plain paper other than SHARP standard paper or special media other than SHARP-recommended transparency film, or when printing on the reverse side of previously used paper, the paper must be loaded one sheet at a time. Loading more than one sheet at a time will cause misfeeds.
- Before loading paper, straighten any curling in the paper.
- When adding paper, remove any paper remaining in the bypass tray, combine it with the paper to be added, and reload as a single stack. If paper is added without removing the remaining paper, a misfeed may result.

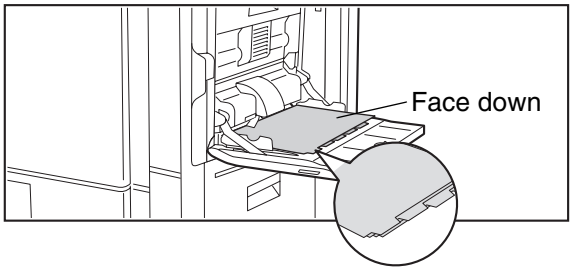
Inserting paper



Place paper that is 7-1/4" x 10-1/2" (A5) or smaller in the horizontal orientation.

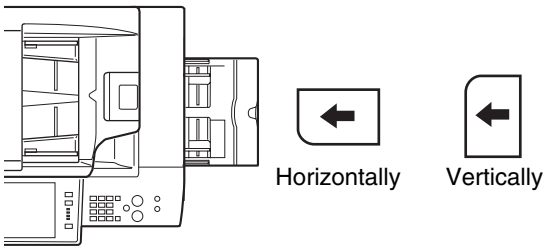
Inserting tab paper

To print on tab paper, load tab paper in the bypass tray with the print side face down.



- Use only tab paper that is made of paper. Tab paper made of a material other than paper (film, etc.) cannot be used.
- **To print on the tabs of tab paper...**
  In copy mode, use "Tab Copy" in the special modes. In print mode, use the tab print function. For more information on these functions, see the Copier Guide and the Printer Guide.

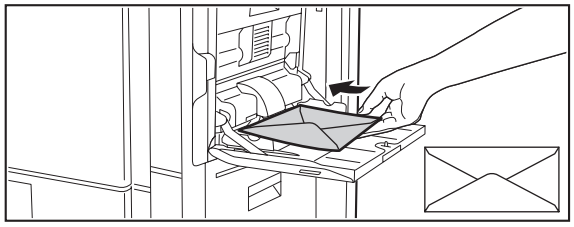
Inserting transparency film



- Use SHARP-recommended transparency film. When inserting transparency film in the bypass tray, the rounded corner should be at the front left when the film is oriented horizontally, or at the far left when the film is oriented vertically.
- When loading multiple sheets of transparency film in the bypass tray, be sure to fan the sheets several times before loading.
- When printing on transparency film, be sure to remove each sheet as it exits the machine. Allowing sheets to stack in the output tray may result in curling.

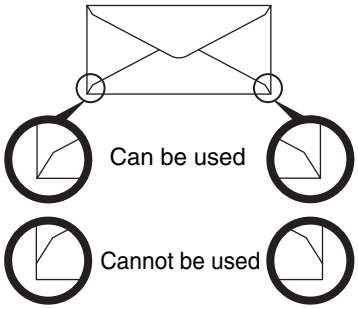
Loading envelopes

When inserting envelopes in the bypass tray, place them aligned to the left side in the orientation shown below. Only the front side of envelopes can be printed on. Be sure to place the front side face down.



Important points when using envelopes

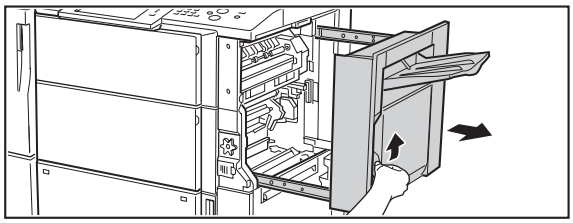
- Do not print on both sides of an envelope. This may result in misfeeds or poor print quality.
- Restrictions apply to some types of envelopes. For more information, consult a qualified service technician.
- Some operating environments may cause creasing, smudging, misfeeds, poor toner fusing, or machine failure.
- Do not use the following envelopes:
  Envelopes with metal clasps, plastic hooks, or ribbon hooks; envelopes closed with string, envelopes with windows or backing, envelopes with an uneven front surface due to embossing, double-layer envelopes, envelopes with an adhesive for sealing, hand-made envelopes, envelopes with air inside, envelopes with creases or fold marks, torn or damaged envelopes
- Envelopes with an incorrectly aligned corner gluing position on the back cannot be used as creasing may result.
- Print quality is not guaranteed in the area 13/32" (10 mm) around the edges of the envelope.
- Print quality is not guaranteed on parts of envelopes where there is a large step-like change of thickness, such as on four-layer parts or parts less than three layers.
- Print quality is not guaranteed on envelopes having peel off flaps for sealing the envelopes.



Fusing unit pressure adjusting levers

It may happen that creases, color deviations, or smudging may occur even when envelopes within the specifications are used. This problem can be alleviated by shifting the fusing unit pressure adjusting levers from the regular pressure position to the low pressure position. To shift the fusing unit pressure adjusting levers, follow the steps below.

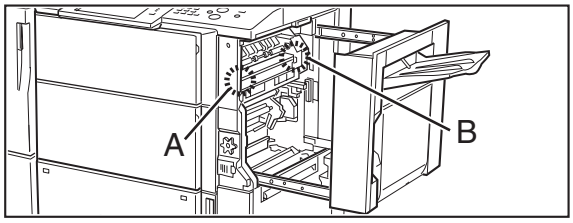
1



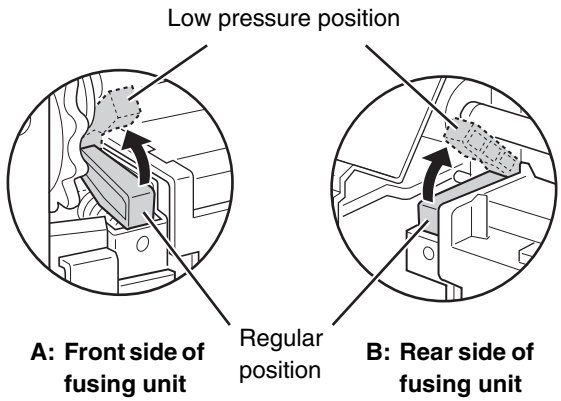
Pull out the right side cover.

While pushing up the right side cover release lever, gently open the cover.

2



Move the fusing unit pressure adjusting levers (two) to the low pressure position as shown.

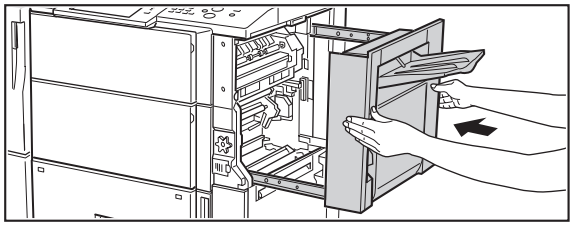


⚠Caution

The fusing unit is hot. Take care not to burn yourself when operating the fusing unit pressure adjusting levers.

Be sure to return the levers to the regular position when you have finished feeding envelopes. Otherwise, inadequate toner adherence, paper misfeeds, and other problems may occur.

3



Gently close the right side cover.

3 ORIGINALS

This chapter explains how to place originals in the automatic document feeder and on the document glass.

PLACING THE ORIGINAL

PLACING ORIGINALS IN THE AUTOMATIC DOCUMENT FEEDER

This section explains how to place originals in the automatic document feeder.

Allowed original sizes

Minimum original size	Maximum original size
Standard sizes (Minimum size that can be automatically detected) 8-1/2" (height) x 5-1/2" (width) A5: 210 mm (height) x 148 mm (width) **Non-standard sizes** (Minimum size that can be specified manually) 5-1/8" (height) x 5-1/2" (width) 131 mm (height) x 140 mm (width)	**Standard sizes** (Maximum size that can be automatically detected) 11" (height) x 17" (width) A3: 297 mm (height) x 420 mm (width) 12" x 18" size paper (A3W) cannot be used. **Non-standard sizes** (Maximum size that can be specified manually) Copy mode: 297 mm (height) x 432 mm (width) Image send mode: 11" (height) x 31-1/2" (width) 297 mm (height) x 800 mm (width)

When a non-standard size original is placed in copy mode, see "SPECIFYING THE ORIGINAL SIZE" in the Copier Guide.

When a non-standard size original is placed for fax or scanner transmission, see "IMAGE SETTINGS" in the Facsimile Guide or Scanner Guide.

Allowed original weights

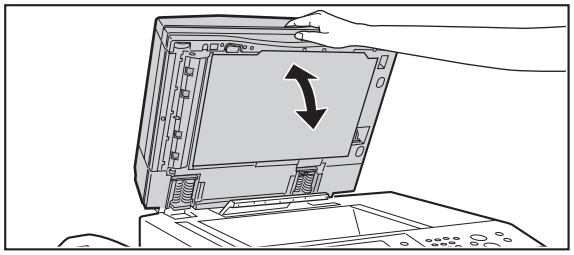
1-sided scanning: 9 lbs. to 34 lbs. (35 g/m^2 to 128 g/m^2)

2-sided scanning: 15 lbs. to 34 lbs. (50 g/m^2 to 128 g/m^2)

To scan originals from 9 lbs. to 14 lbs. (35 g/m^2 to 49 g/m^2), use "Slow Scan Mode" in the special modes. Scanning without using "Slow Scan Mode" may result in original misfeeds.

When "Slow Scan Mode" is selected, automatic 2-sided scanning is not possible.

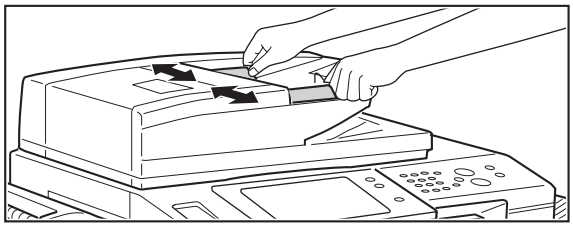
1



Make sure an original does not remain on the document glass.

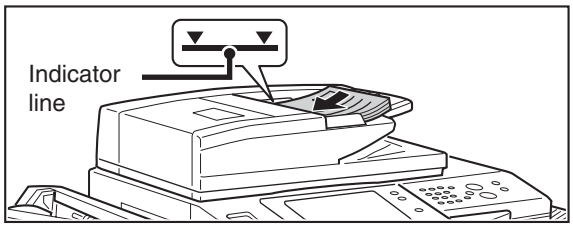
Open the automatic document feeder, make sure that an original is not on the document glass, and then gently close the automatic document feeder.

2



Adjust the original guides to the size of the originals.

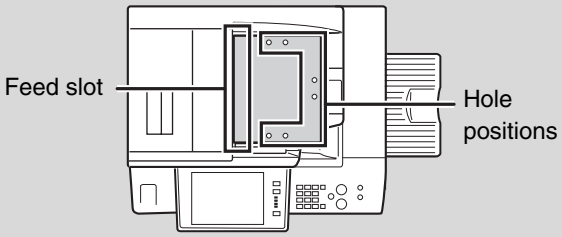
3



Place the original.

Make sure the edges of the originals are even.
Insert the originals face up all the way into the document feeder tray.
Insert a number of originals that does not exceed the indicator line on the document feeder tray.
Up to 150 sheets can be inserted.

- Originals of different sizes can be placed together in the automatic document feeder. In this case, select "Mixed Size Original" in the special modes of the mode you are using. For the procedures for inserting mixed size originals and the sizes that can be inserted, see the Copier Guide, the Scanner Guide, and the Facsimile Guide.
- Before inserting originals into the document feeder tray, be sure to remove any staples or paper clips.
- If originals have damp spots due to correction fluid, ink or pasteup glue, wait until the originals are dry before making copies. Otherwise the interior of the document feeder or the document glass may be soiled.
- Do not use the following originals. Incorrect original size detection, original misfeeds, and smudges may result.
  Transparency film, tracing paper, carbon paper, thermal paper or originals printed with thermal transfer ink ribbon should not be fed through the document feeder. Originals to be fed through the feeder should not be damaged, crumpled, folded, loosely pasted together, or have cut-out holes. Originals with multiple punched holes other than two-hole or three-hole punched paper may not feed correctly.
- When using originals with two or three holes, place them so that the punched edge is at a position away from the feed slot of the document feeder tray.



PLACING THE ORIGINAL ON THE DOCUMENT GLASS

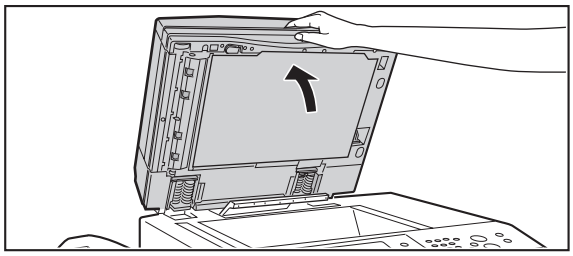
This section explains how to place the original on the document glass.

Allowed original sizes

Maximum original size
Standard sizes 11" (height) x 17" (width) A3: 297 mm (height) x 420 mm (width) **Non-standard sizes** 297 mm (height) x 432 mm (width)

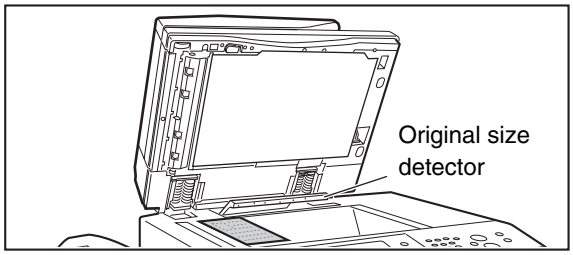
When a non-standard size original is placed in copy mode, see "SPECIFYING THE ORIGINAL SIZE" in the Copier Guide.
When a non-standard size original is placed for fax or scanner transmission, see "IMAGE SETTINGS" in the Facsimile Guide or Scanner Guide.

1



Open the automatic document feeder.

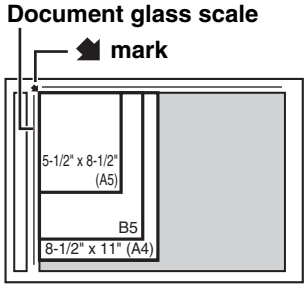
2



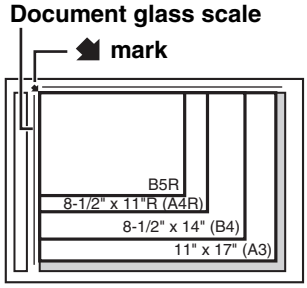
Place the original.

Place the original face down in the far left corner of the document glass.

Document glass scale



Document glass scale

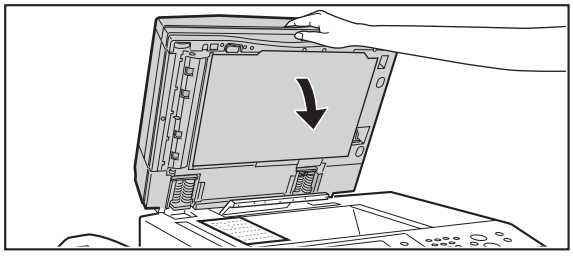


The original should always be placed in the far left corner, regardless of its size.
Align the top left corner of the original with the tip of the mark.

Do not place any objects under the original size detector.
Closing the automatic document feeder with an object underneath may damage the original size detector and prevent correct detection of the original size.

If you are placing a small non-standard size original on the document glass, it is convenient to place a blank sheet of 8-1/2" x 11" or 5-1/2" x 8-1/2" (A4 or B5) paper on top of the original to facilitate detection of the original size.

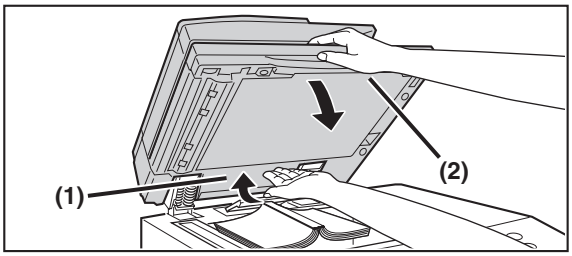
3



Close the automatic document feeder.

Placing a thick book

When scanning a thick book or other thick original, follow the steps below to press the book down.



(1) Push up the far side of the automatic document feeder.

The hinges supporting the automatic document feeder will release and the rear side of the automatic document feeder will rise.

(2) Slowly close the automatic document feeder.

⚠ Caution

- **Close the automatic document feeder slowly. Abruptly closing the automatic document feeder may damage it.**
- **Take care that your fingers are not pinched when closing the automatic document feeder.**

The automatic document feeder cannot be closed correctly in this state. To return the automatic document feeder to its normal state, open it completely and then close it.

4 PERIPHERAL DEVICES

This chapter describes the peripheral devices that can be used with the machine and explains how to use the finisher, saddle stitch finisher, and inserter.

PERIPHERAL DEVICES

Peripheral devices can be installed on the machine to increase its range of functionality.
The peripheral devices are generally optional, however, some models include certain peripheral devices as standard equipment.

(As of April, 2006)

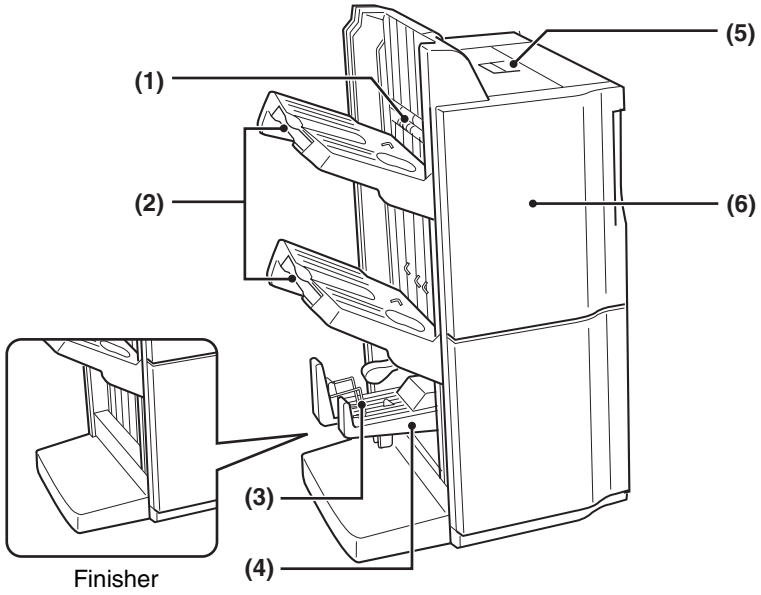
Product name	Product number	Description
Large capacity tray	MX-LCX2	Additional tray. A maximum of 3500 sheets of paper can be loaded in the tray.
	MX-LCX3	Additional tray. Supports wide sizes such as 12" x 18" (A3W). Up to 3000 sheets can be loaded.
Finisher	MX-FNX3	Output device that enables the use of the staple function and offset function.
Saddle stitch finisher	MX-FNX4	Output device that enables use of the staple function, offset function and pamphlet copy function.
Paper pass unit	MX-RBX2	This is required to install a finisher or saddle stitch finisher.
Punch module	MX-PNX2B	Punches holes in copies and other output. Requires a finisher or saddle stitch finisher.
Inserter	MX-CFX1	Paper loaded in the inserter can be inserted into output as covers and inserts. Manual stapling and hole punching is also possible from the inserter.
Barcode font kit	AR-PF1	Adds barcode fonts to the machine.
PS3 expansion kit	MX-PKX1	Enables the machine to be used as a Postscript compatible printer.
Internet fax expansion kit	MX-FWX1	Adds an Internet fax function.
Facsimile expansion kit	MX-FXX1	Adds a fax function.
Application integration module	MX-AMX1	The application integration module can be combined with the network scanner function to append a metadata file to a scanned image file.

When a finisher and inserter are installed on the machine, a punch module is also required.

FINISHER / SADDLE STITCH FINISHER

The finisher and saddle stitch finisher are equipped with the offset function, which offsets each set of output from the previous set, and the staple sort function, which staples each set of output. The saddle stitch finisher is also equipped with the pamphlet staple function, which automatically staples and folds each set of output at the centerline.
A punch module can also be installed to punch holes in output.

PART NAMES



(1) Stapler compiler

This temporarily stacks paper to be stapled.

(2) Output trays (upper tray, lower tray)

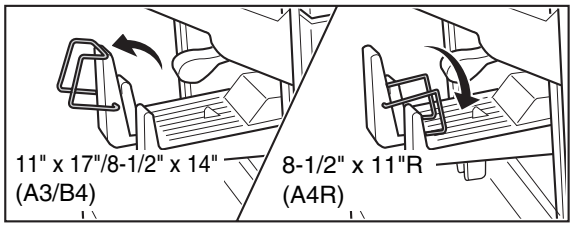
Stapled and offset output is delivered to these trays. The trays are slidable. For large-size output (12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 13", A3W, A3, B4), extend the tray.

(3) Saddle stitch tray

Stapled and folded output is delivered to this tray.

(4) Saddle stitch tray guide

This guides the output as it is delivered to the tray. Before printing, attach the saddle stitch tray guide in the appropriate position below for the paper size to be used.



(5) Top cover

Open this cover to remove a paper misfeed.

(6) Front cover

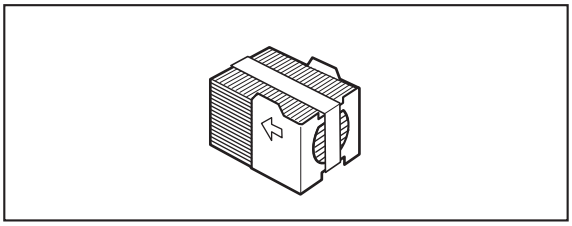
Open this cover to replace the staple cartridge or remove a staple jam.

- A paper pass unit is required to install a finisher or saddle stitch finisher.
- Do not place heavy objects on the finisher / saddle stitch finisher or press down on the finisher / saddle stitch finisher.
- Use caution when you turn on the power and when printing is taking place, as the output tray may move up and down.
- A saddle stitch finisher and a finisher cannot be installed simultaneously.

SUPPLIES

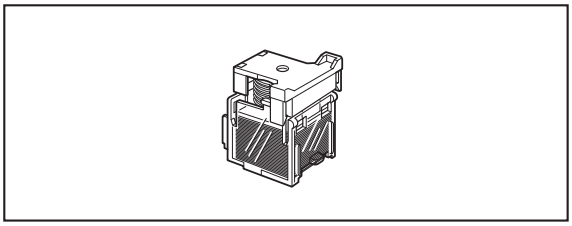
The finisher and saddle stitch finisher require the following staple cartridge:

- Staple cartridge (approx. 5000 staples x 3 cartridges) (for both the finisher and saddle stitch finisher)
  AR-SC2



The saddle stitch finisher also requires the following special staple cartridge for the saddle stitch unit.

- Staple cartridge (approx. 2000 staples per cartridge x 3 cartridges)
  AR-SC3

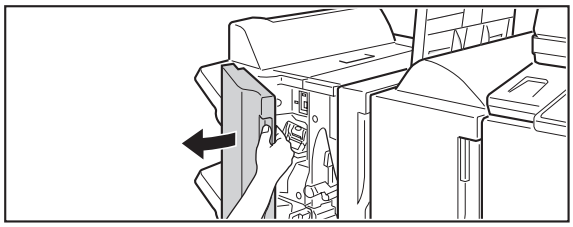


FINISHER / SADDLE STITCH FINISHER MAINTENANCE

When the staple cartridge runs out of staples, a message will appear in the operation panel. Follow the procedure below to replace the staple cartridge.

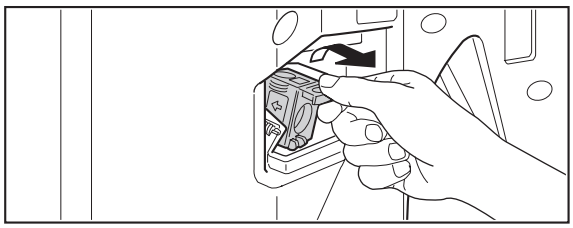
Replacing the cartridge in the finisher

1



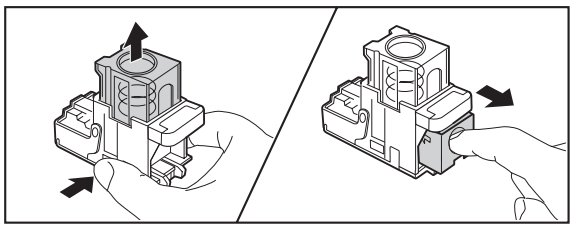
Open the front cover.

2



Squeeze the green parts of the staple case and pull the case up and then out.

3

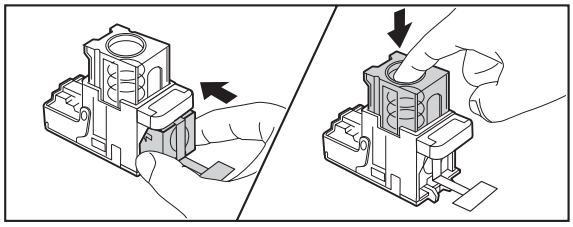


Remove the empty staple cartridge.

Press the lock button to release the staple case cover and then remove the staple cartridge.

When staples remain, the staple cartridge cannot be removed.

4

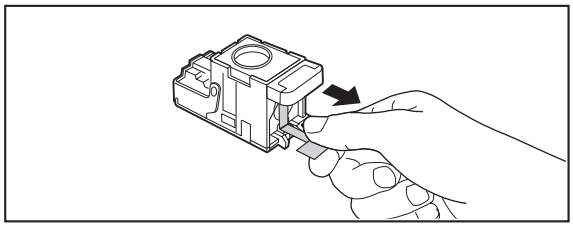


Insert a new staple cartridge into the staple case.

Push the staple cartridge in until it clicks into place.

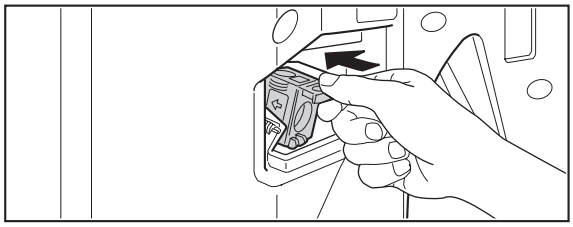
Do not remove the seal from the cartridge before inserting the cartridge into the case.

5



Pull the seal that holds the staples straight out.

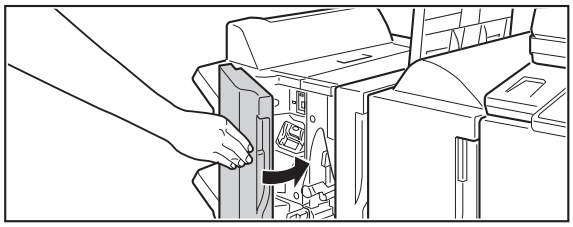
6



Push the staple case firmly back in.

Push the staple case in until it clicks into place.

7

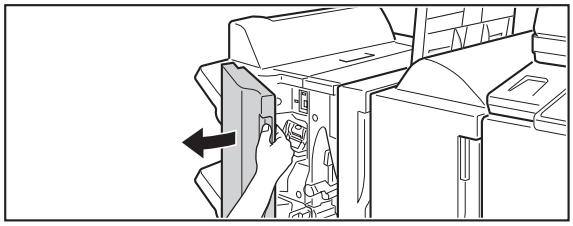


Close the front cover.

Make a test print or copy in staple sort mode to verify that stapling takes place correctly.

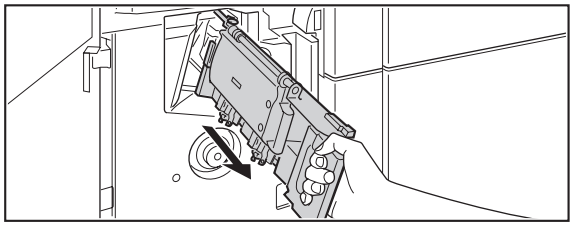
Replacing the staple cartridges in the saddle stitch unit

1



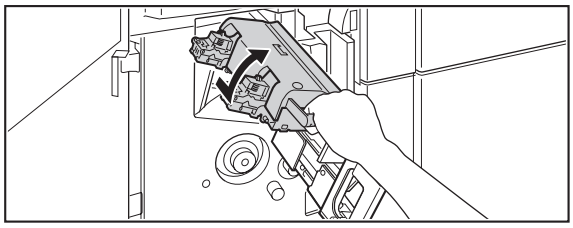
Open the front cover.

2



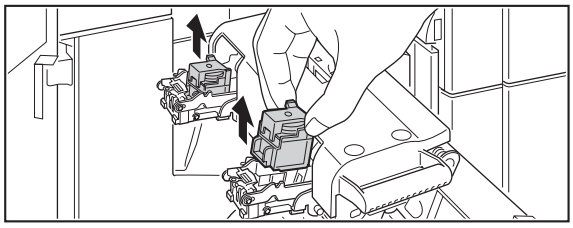
Grasp the handle on the saddle stitch unit and pull it slowly out until it stops.

3



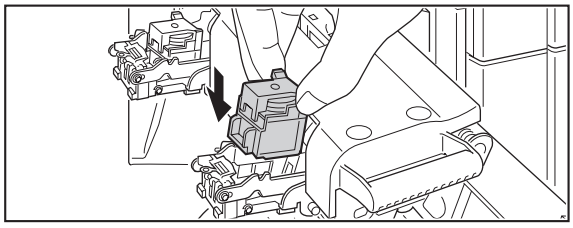
Pull the staple unit in the saddle stitch unit out and then rotate it up.

4



Grasp the left and right side of each empty staple cartridge and remove the cartridges.

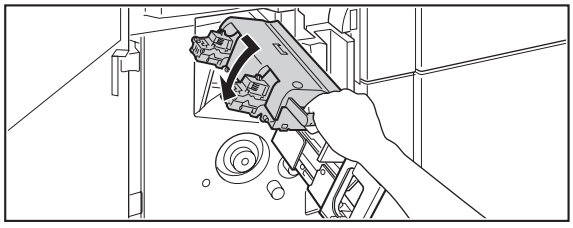
5



Load new staple cartridges.

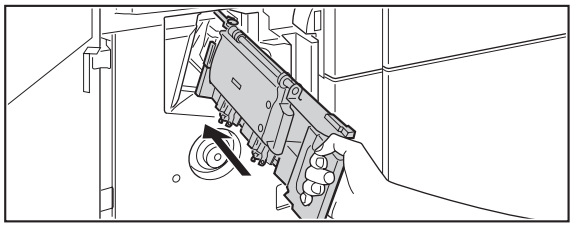
Replace both staple cartridges.
Remove the cover from each staple cartridge and then install the cartridge.

6



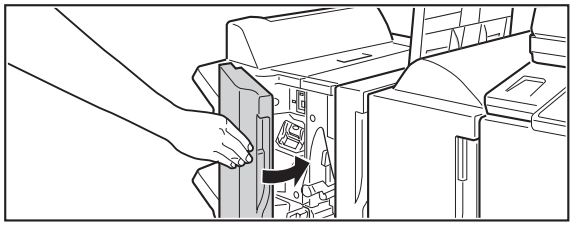
Pull the staple unit of the saddle stitch finisher forward and then rotate it back to its original position.

7



Push the saddle stitch unit in.

8



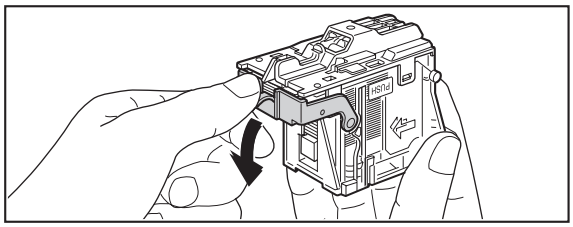
Close the front cover of the saddle stitch finisher.

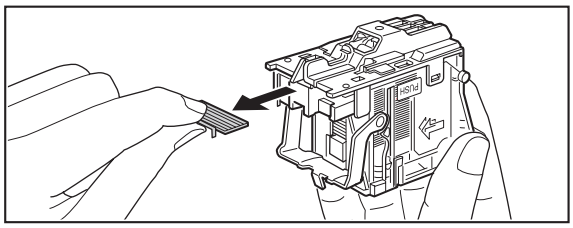
Make a test print or copy using the saddle stitch function to verify that stapling takes place correctly.

Removing a staple jam from the finisher

To remove a staple jam, remove the staple case from the finisher unit and then follow the steps below.
To remove or reinsert the staple case of the finisher unit, see "Replacing the cartridge in the finisher" (page 51).

1

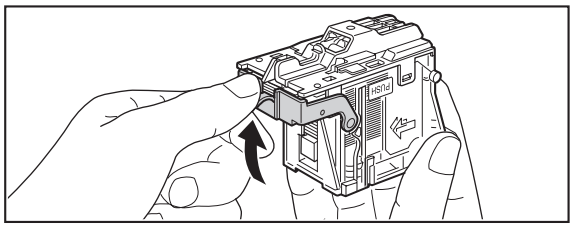




Lower the lever at the front end of the staple case and remove the jammed staple.

Remove the leading staple if it is bent. If bent staples remain, a staple jam will occur again.

2



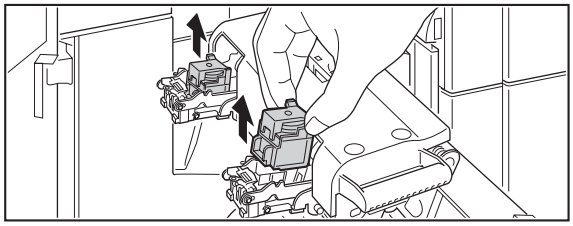
Return the lever to its original position.

Make a test print or copy in staple sort mode to verify that stapling takes place correctly.

Removing a staple jam from the saddle stitch unit

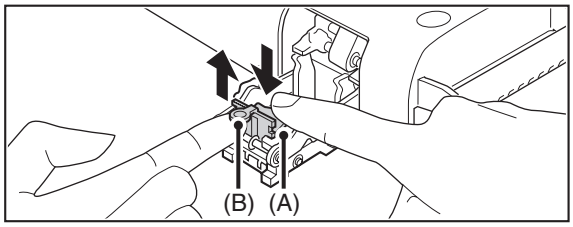
To remove a staple jam from the saddle stitch unit, remove the staple cartridge and then follow the steps below. To remove the staple cartridge from the saddle stitch unit or replace the saddle stitch unit, see "Replacing the staple cartridges in the saddle stitch unit" (page 53).

1



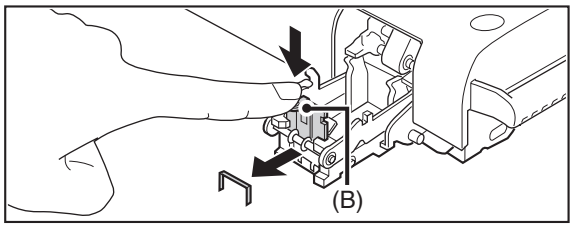
Remove the staple cartridge from the staple unit.

2



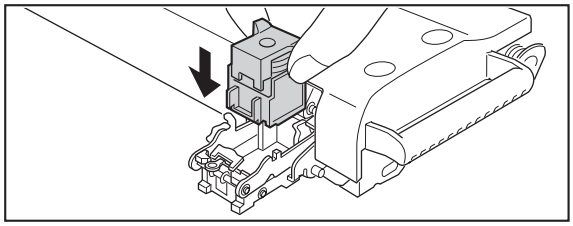
Press (A) down and pull up knob (B).

3



Remove the jammed staples and then return knob (B) to its original position.

4



Replace the staple cartridge.

Make a test print or copy using the saddle stitch function to verify that stapling takes place correctly.

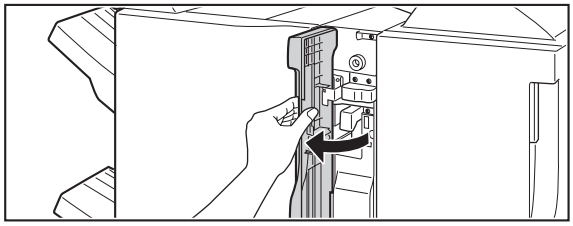
PUNCH MODULE

A punch module can be installed to punch holes in output. To install a punch module, a finisher or saddle stitch finisher is required.

Discarding punch waste

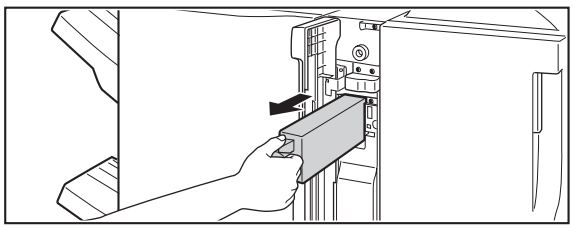
Punch waste from punched holes is collected in the punch waste box.
Follow the steps below to discard the punch waste.

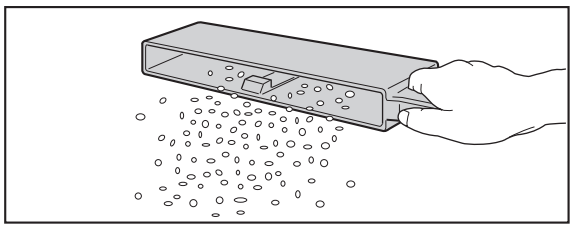
1



Open the front cover of the punch module.

2

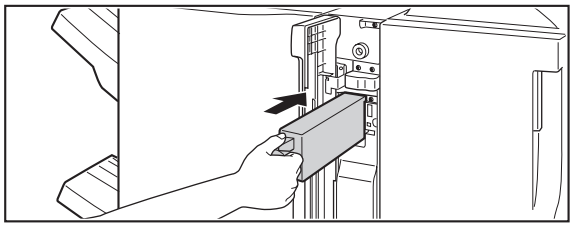




Pull out the punch waste box and discard the punch waste.

Discard the punch waste in a plastic bag or other container, taking care not to let the waste scatter.

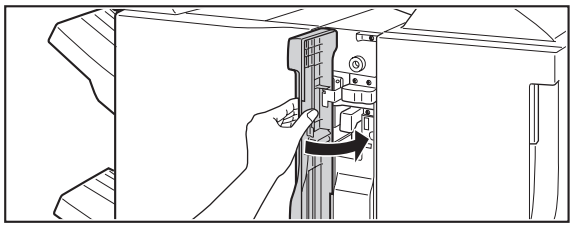
3



Replace the punch waste box.

If the punch waste box is not replaced properly, printing will not be possible using the punch function.

4

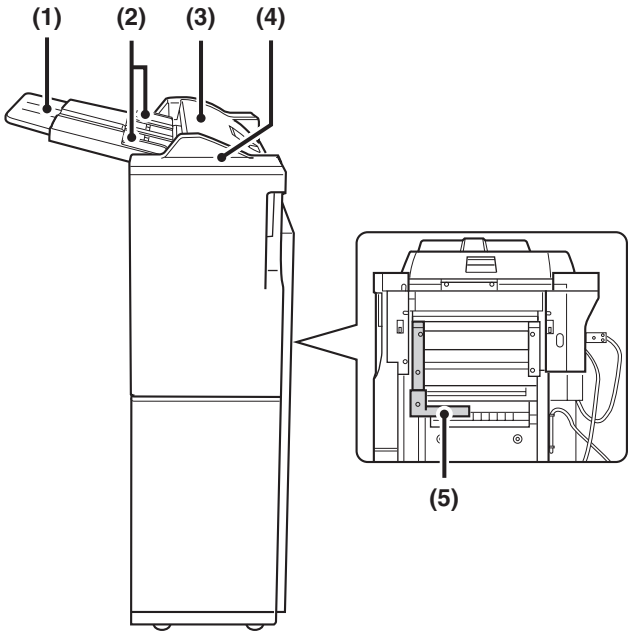


Close the cover of the punch module.

INSERTER

The inserter enables blank sheets or printed sheets to be added to copy and print output as covers or inserts without performing printing. The inserter also allows feeding of heavy paper that cannot be fed from the other trays.
Sets of printed paper that have not been stapled or punched can be fed one at a time from the inserter for stapling or punching.
☞ MANUALLY OPERATING THE INSERTER (page 60)
To use the inserter to insert covers or inserts, paper settings for the inserter must be configured in "Paper Tray Settings" in the system settings.

PART NAMES



(1) Paper tray
Place blank or printed paper here to be inserted.

(2) Paper guide
When loading paper, adjust this guide to the width of the paper.

(3) Top cover
Open this cover to remove a paper misfeed.

(4) Inserter operation panel
Stapling and punching can be performed directly from the inserter operation panel without using the machine operation panel.

(5) Paper guide lever
Release the paper guide lock to remove misfed paper.

To install an inserter, a finisher or saddle stitch finisher is required. To install an inserter on a finisher, a punch module is required.

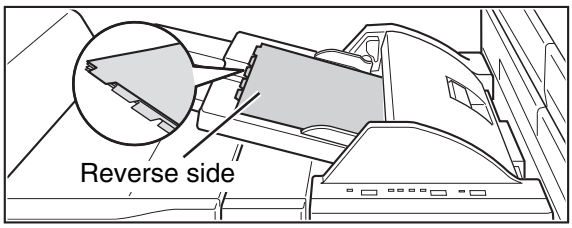
Special media that can be used in the inserter

Special media such as heavy paper up to 61 lbs. (256 g/m^2), transparency film, tab paper, or thin paper can be loaded in the inserter. For detailed information on paper, see the Safety Guide.

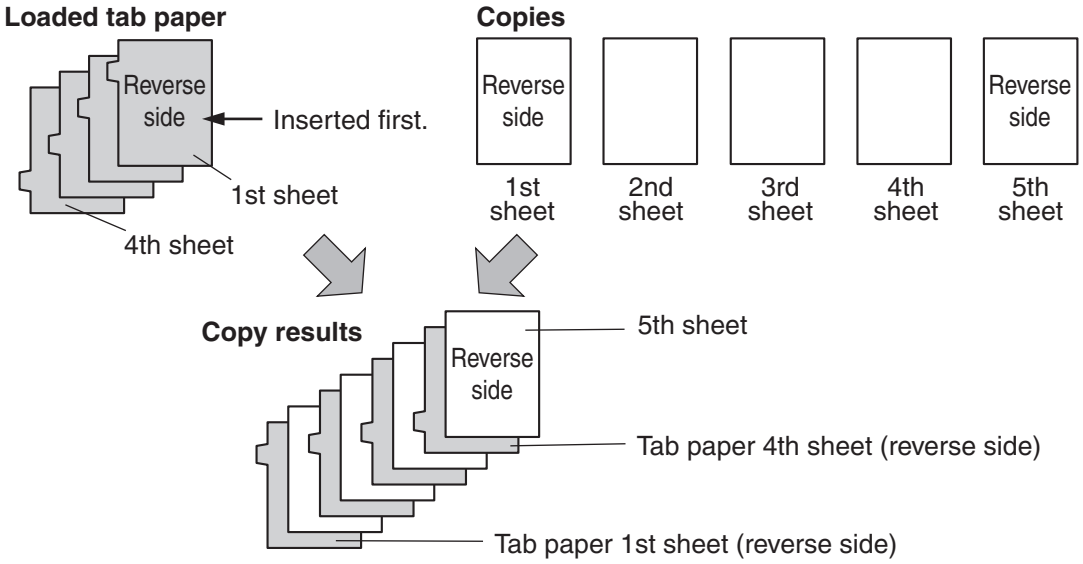
LOADING PAPER

When loading paper in the inserter, load the paper face up. Up to 100 sheets can be inserted. If the paper has a top edge and bottom edge, load in the same top-bottom orientation as the original. Adjust the paper guide on the paper tray to the width of the paper.

When loading tab paper in the inserter, the reverse side of the tab paper should face up. The top side is inserted first.

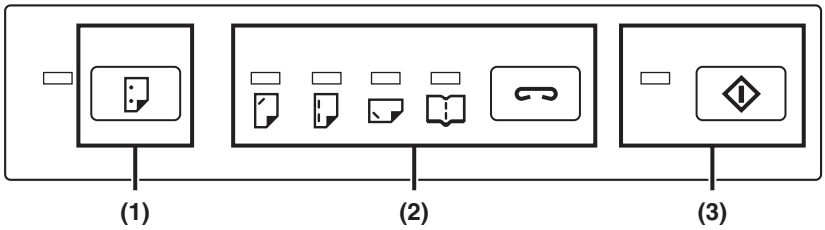


The relation of copies and tab sheets is shown below.



MANUALLY OPERATING THE INSERTER

The inserter can be used for stapling or punching without performing a copy operation. These functions are selected at the operation panel of the inserter.



(1) [PUNCH] key ( )

When a punch module is installed on the finisher or saddle stitch finisher, punch holes can be added to blank paper or printed paper. The indicator lights when this function is selected.

(2) [STAPLE] key ( ) / indicator

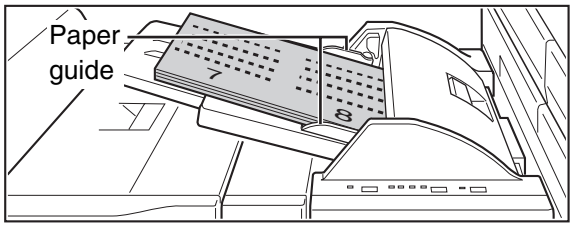
When this function is selected, each set of output is stapled and delivered to the finisher or saddle stitch finisher tray. (Note that the sets are not offset.) Press this key until the icon indicator of the desired staple position lights up. ((pamphlet stapling) can only be selected when a saddle stitch finisher is installed.)

(3) [START] key ( ) / indicator

After selecting punch or staple settings with the key of (1) or (2), place the paper to be punched or stapled on the paper tray of the inserter and press this key.

- Do not use tab paper when operating the inserter manually.
- The punch and staple functions cannot be used when a malfunction has occurred in the finisher or saddle stitch finisher, or the inserter, finisher, saddle stitch finisher, or punch module has been disabled in the system settings (administrator).

1

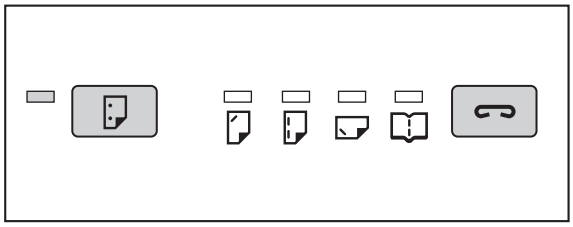


Load paper in the inserter.

Load the paper face up. When performing pamphlet stapling, place the paper so that the opened pages are face up as shown.

Adjust the paper guide to the size of the paper.

2

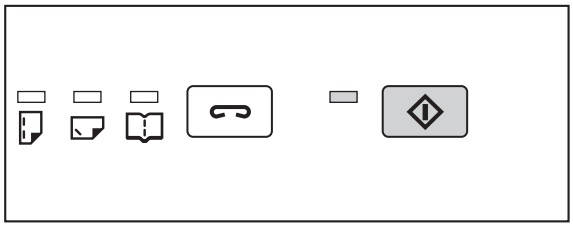


Press the desired output mode key.

To perform stapling or pamphlet stapling, touch the [STAPLE] key ( ). To perform punching, touch the [PUNCH] key ( ). The indicator of the selected mode lights up.

Pamphlet stapling can only be used when the saddle stitch finisher is installed.
Stapling and punching cannot be used in combination with pamphlet stapling.

3



Touch the [START] key ( ).

Make sure that the [START] key ( ) indicator is illuminated green and then press the [START] key ( ).

Alarm display

If the indicator of the [START] key ( ) is off or blinks after loading paper, operation will not begin when the [START] key ( ) is pressed. For more information on blinking and lit indicators, see "Alarm display of the inserter" in the Troubleshooting.

5 MAINTENANCE

This chapter explains how to clean the machine and replace the toner cartridges and the waste toner box.

REGULAR MAINTENANCE

To ensure that the machine continues to provide top quality performance, periodically clean the machine.

⚠ Warning

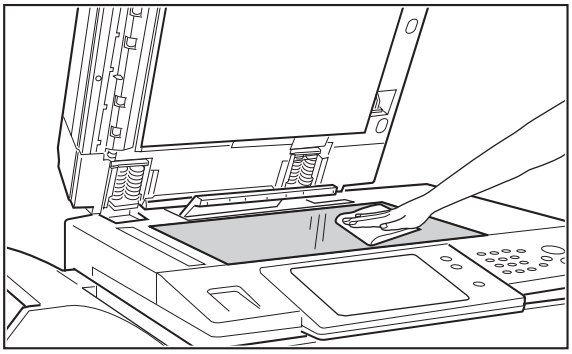
Do not use a flammable spray to clean the machine. If gas from the spray comes in contact with hot electrical components or the fusing unit inside the machine, fire or electrical shock may result.

Do not use thinner, benzene, or similar volatile cleaning agents to clean the machine. These may degrade or discolor the housing.

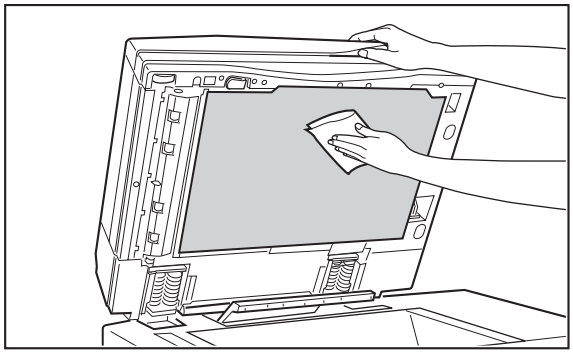
CLEANING THE DOCUMENT GLASS AND AUTOMATIC DOCUMENT FEEDER

If the document glass or document backplate sheet becomes dirty, the dirt will appear as dirty spots, colored lines, or white lines in the scanned image. Always keep these parts clean.
Wipe the parts with a clean, soft cloth.
If necessary, moisten the cloth with water or a small amount of neutral detergent. After wiping with the moistened cloth, wipe the parts dry with a clean dry cloth.

Document glass



Document backplate sheet



Scanning area

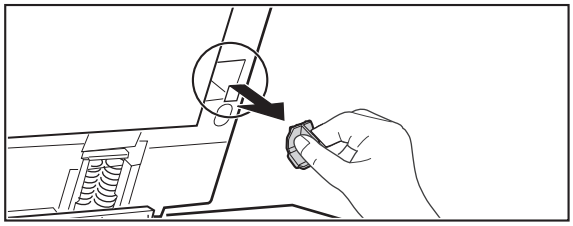
If colored lines or white lines appear in images scanned using the automatic document feeder, clean the scanning area (the thin long glass next to the document glass).
To clean this area, use the glass cleaner that is stored in the automatic document feeder. After using the glass cleaner, be sure to return it to its storage position.

Examples of lines in the image



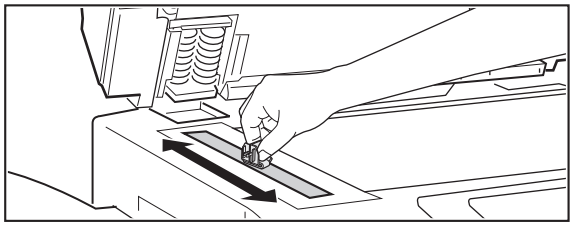
Black lines **White lines**

1



Open the automatic document feeder and remove the glass cleaner.

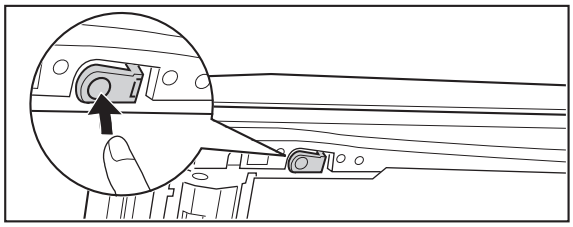
2

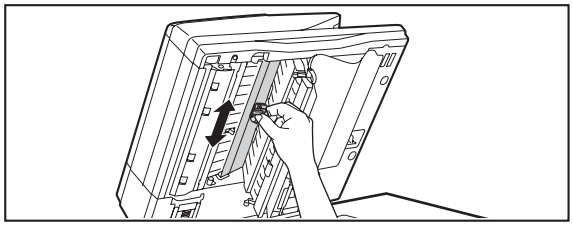


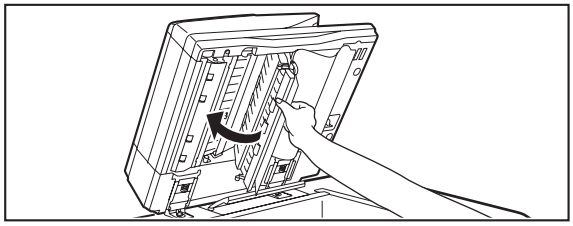
Clean the document scanning area on the document glass with the glass cleaner.

One scanning area is on the document glass and the other is inside the automatic document feeder.

3







Clean the document scanning area in the automatic document feeder with the glass cleaner.

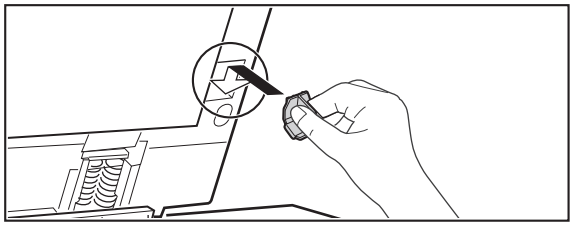
(1) Open the scanning area cover on the automatic document feeder.

Push in the release switch to release the cover.

(2) Clean the scanning area in the automatic document feeder.

(3) Close the cover.

4

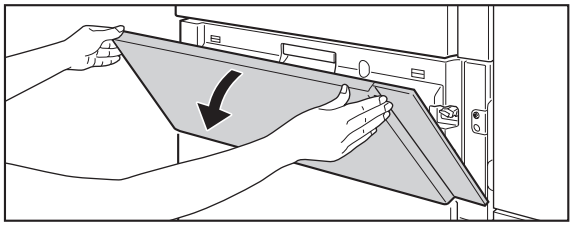


Replace the glass cleaner.

CLEANING THE MAIN CHARGER OF THE PHOTOCONDUCTIVE DRUM

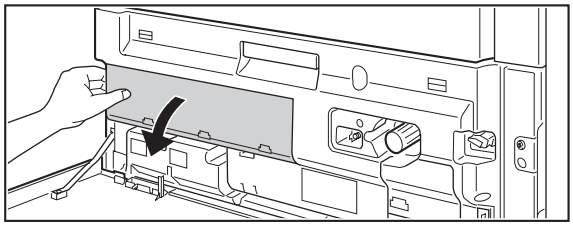
If black lines or colored lines appear even after you have cleaned the document glass and automatic document feeder, use the charger cleaner to clean the main charger that charges the drum.

1



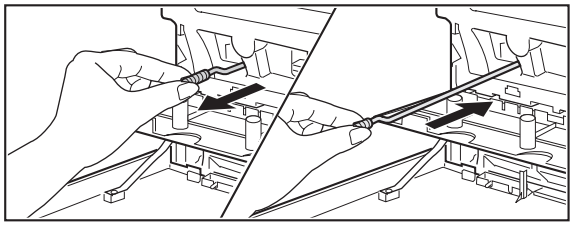
Open the front cover (lower).

2



Open the inner cover.

3

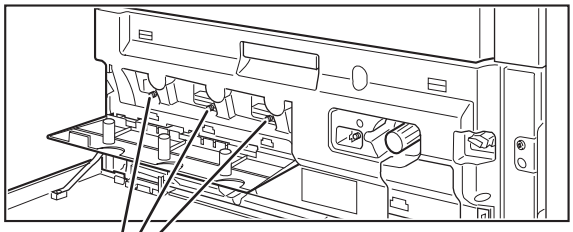


Clean the main charger.

(1) Slowly pull out the green knob (charger cleaner) as far as it will go.

(2) After the green knob (charger cleaner) is pulled out, slowly push it all the way back in.

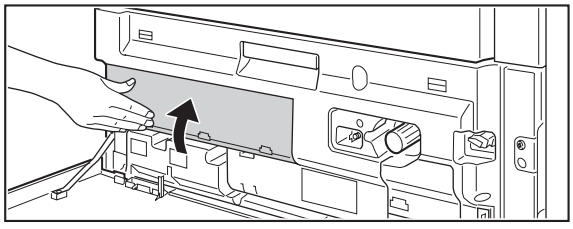
4



Repeat step 3 with each of the other charger cleaners.

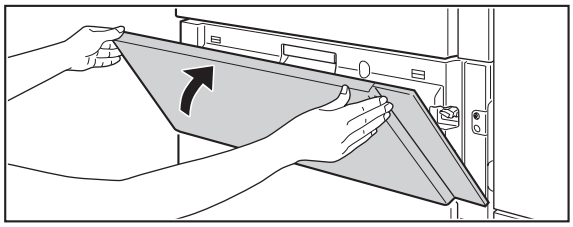
There are a total of 3 places to be cleaned in the machine as shown.

5



Close the inner cover.

6

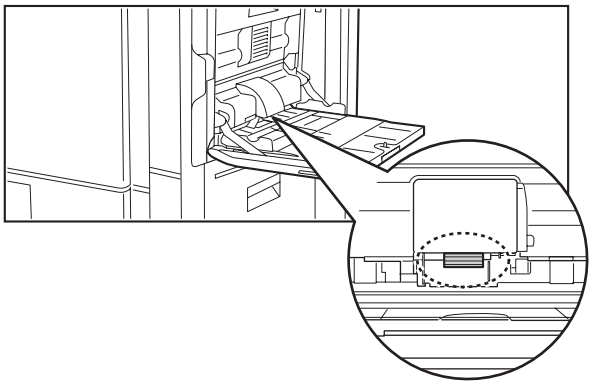


Close the front cover (lower).

- If this does not solve the problem, pull the knob out and push it back in 2 more times.
- When pulling and pushing the knob to clean the charger, pull and push the knob slowly from one end to the other.

CLEANING THE BYPASS FEED ROLLER

If paper misfeeds frequently occur when feeding envelopes or heavy paper through the bypass tray, wipe the surface of the feed roller with a clean soft cloth moistened with water or a neutral detergent.



CLEANING THE LASER UNIT

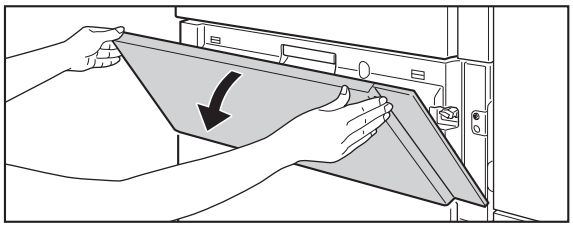
When the laser unit inside the machine becomes dirty, line patterns (colored lines) may form in the printed image.

Identifying lines (colored lines) caused by a dirty laser unit

- Colored lines always appear in the same place. (The lines are never black.)
- The colored lines are parallel to the direction of paper feeding.
- Colored lines appear not only on copies but also on print jobs from a computer. (The same lines appear on both copies and print jobs.)

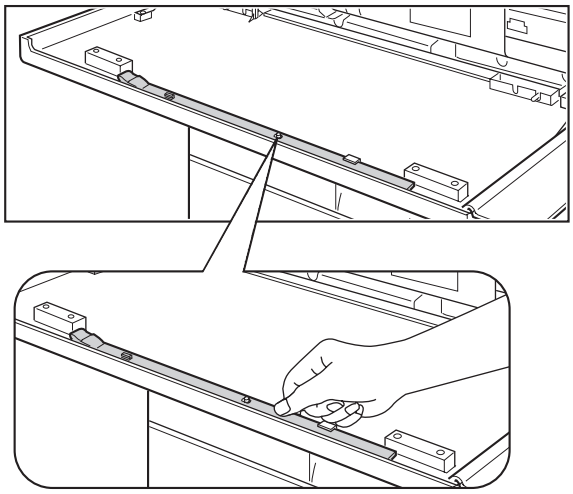
If the above problems occur, follow the steps below to clean the laser unit.

1



Open the front cover (lower).

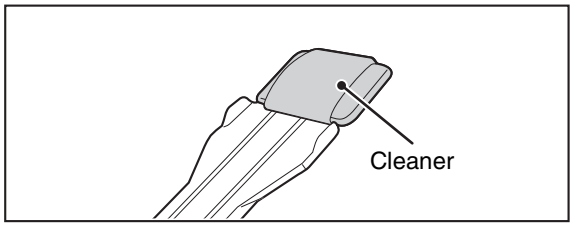
2



Take out the cleaning tool for the laser unit.

The cleaning tool is attached to the front cover (lower).

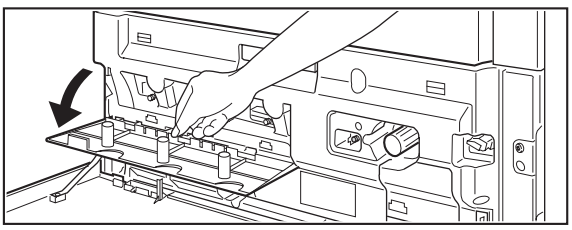
3



Make sure that the cleaner at the tip of the cleaning tool is not dirty.

If the cleaner is dirty, remove the cleaner and replace it with a clean one. For the procedure for replacing the cleaner, see steps 4 through 6. If the cleaner is not dirty, go to step 7.

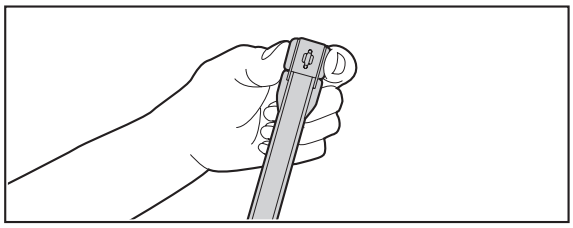
4

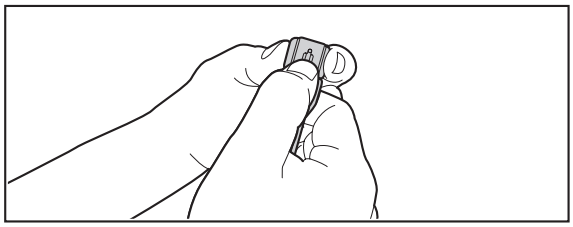


Open the inner cover and take out a replacement cleaner.

Replacement cleaners are stored on the inner cover.
Grasp the end of the cleaner and pull it out of the cover.

5





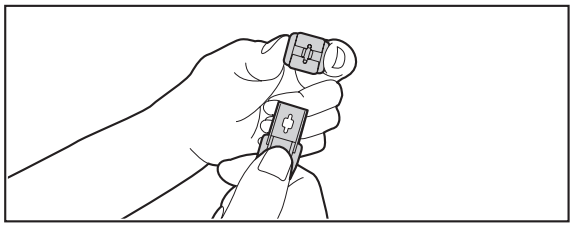
Remove the dirty cleaner from the tip of the cleaning tool.

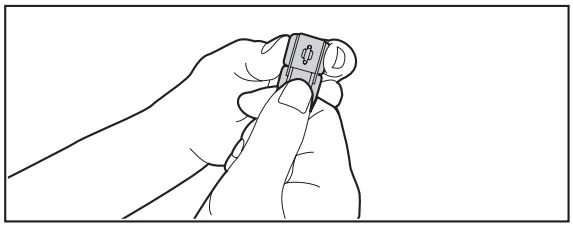
(1) Firmly grasp the tool close to where the cleaner is attached.

(2) Use your other hand to press down on the hook that secures the cleaner and remove the cleaner.

Put the removed cleaner back on the inner cover. After replacing the cleaner, be sure to close the inner cover.

6



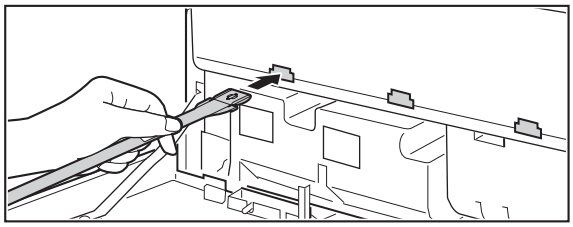


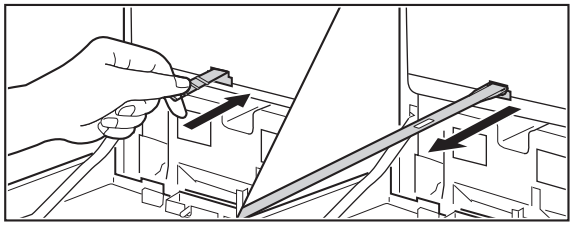
Attach the new cleaner to the cleaning tool.

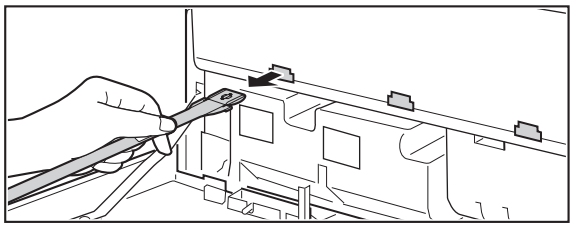
(1) Align the cleaner hook with the attachment hole in the cleaning tool.

(2) Hold the cleaner firmly and push the cleaning tool in.

7







Clean the laser unit.

(1) Point the cleaner down and slowly insert the tool into the hole that you wish to clean.

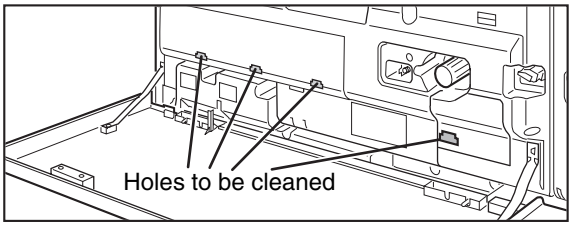
Be sure to point the cleaner down.

(2) Insert the cleaning tool all the way into the hole and then pull it back out.

Pull the cleaning tool out until you feel the tip of the tool leave the cleaning surface of the laser unit.

(3) Repeat step (2) two or three times and then remove the cleaning tool.

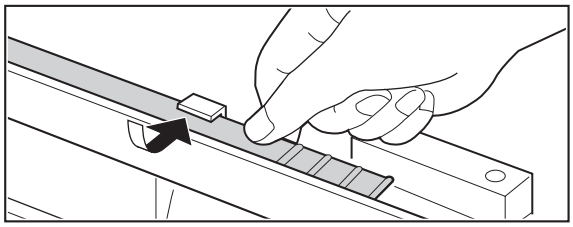
8

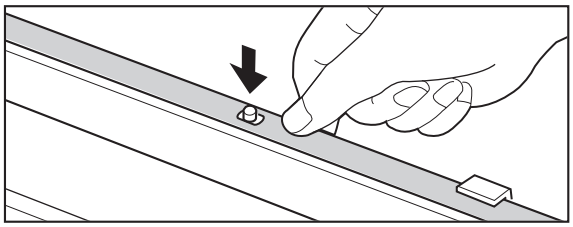


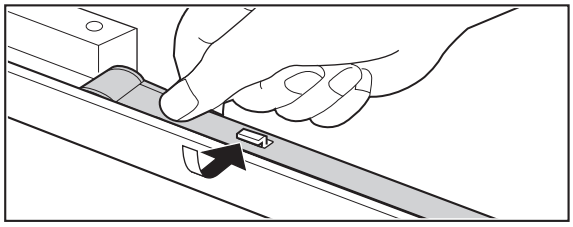
Repeat step 7 to clean all holes in the laser unit (4 holes).

There are a total of 4 holes to be cleaned in the laser unit, including the hole cleaned in step 7. Clean all holes.

9







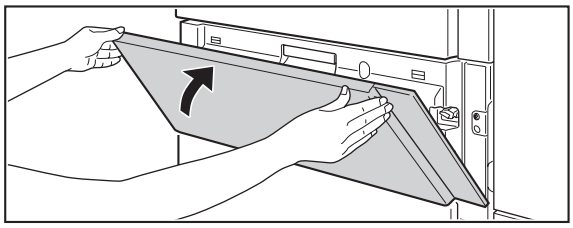
Replace the cleaning tool.

(1) Point the cleaner up and hook the end of the tool (the end without the cleaner) onto the holder on the right.

(2) Align the holder with the hole in the center of the cleaning tool and slowly press up from below.

(3) Fit the holder into the hole in the tip (the end with the cleaner) of the cleaning tool.

10

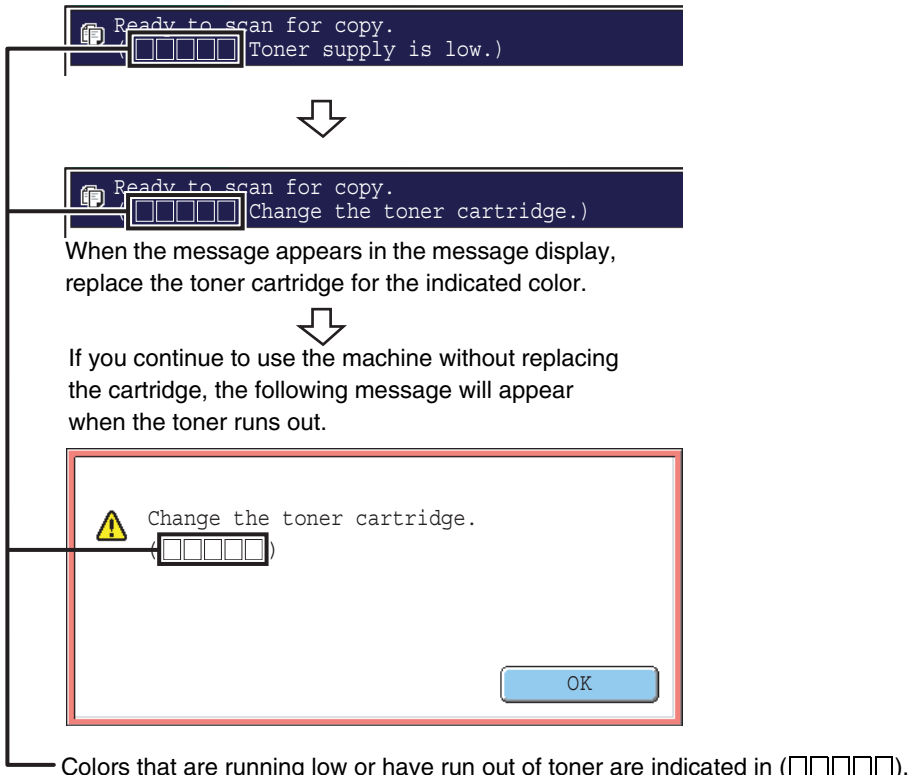


Close the front cover (lower).

REPLACING THE TONER CARTRIDGES

Be sure to replace the toner cartridge when the message "Change the toner cartridge." appears.
The black toner cartridge can be replaced while the machine is in operation.

In copy mode



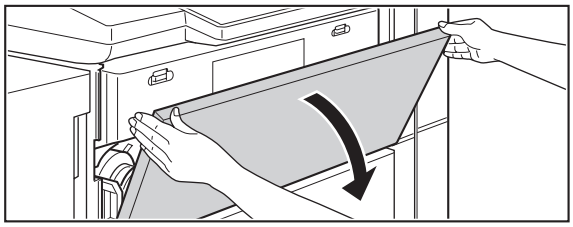
When the message appears in the message display, replace the toner cartridge for the indicated color.

If you continue to use the machine without replacing the cartridge, the following message will appear when the toner runs out.

Colors that are running low or have run out of toner are indicated in (□□□□□).
Y: Yellow toner, M: Magenta toner, C: Cyan toner,
Bk1, Bk2: Black toner
Replace the toner cartridges of the indicated colors.

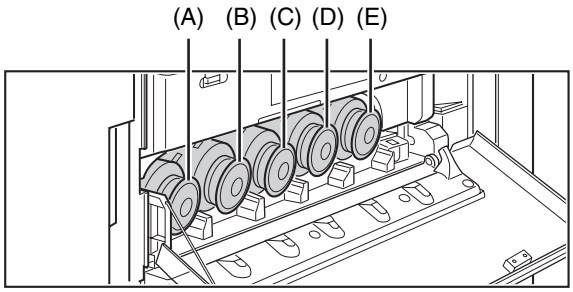
- If any one of the toner colors runs out (including black toner), color printing will not be possible. If Y, M, or C toner runs out but Bk toner remains, black and white printing will still be possible.
- Be sure to install 5 toner cartridges (Y/M/C/Bk1/Bk2).

1



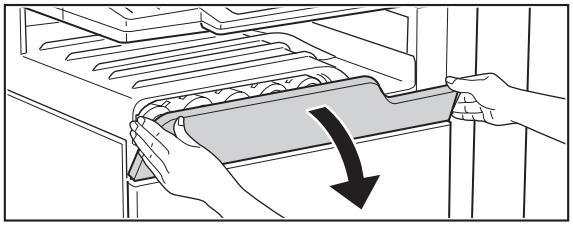
Open the front cover (upper).

Locations of color toner cartridges

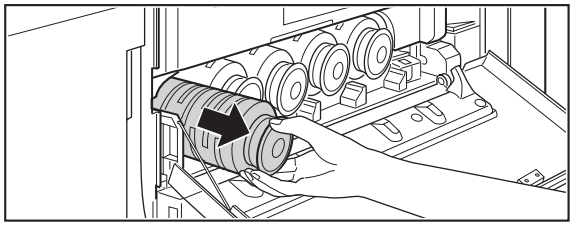


(A): Yellow (B): Magenta (C): Cyan
(D): Black 1 (E): Black 2

If a finisher / saddle stitch finisher is not installed, open the toner cover as shown.



2

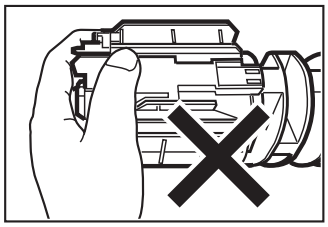


Pull the toner cartridge toward you.

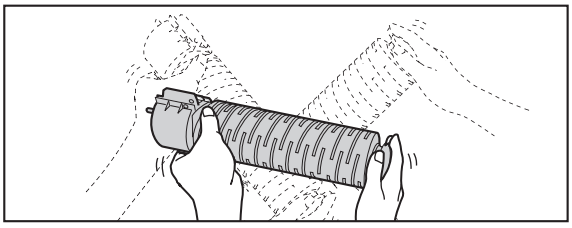
Pull the cartridge slowly toward you, keeping it level.
If the cartridge is pulled out abruptly, toner may spill out.

⚠ Caution

When pulling out the toner cartridge, do not touch the toner fill hole.

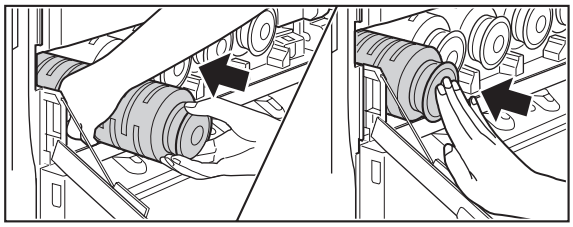


3



Remove a new toner cartridge and shake it 5 or 6 times as shown.

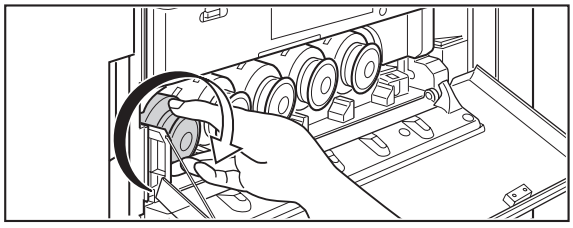
4



Insert the new toner cartridge horizontally, pushing it in until it locks.

A toner cartridge of a different color cannot be installed. Be sure to install a toner cartridge of the same color.

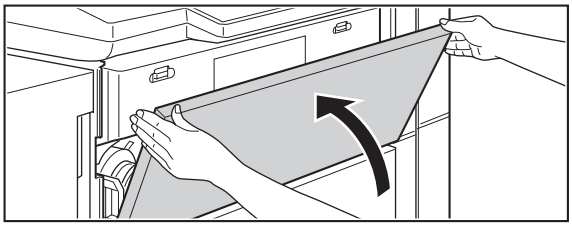
5



Rotate the toner cartridge clockwise one turn.

Even if you replaced the black toner cartridge while the machine is in operation, rotate the toner cartridge one turn clockwise.

6



Close the front cover (upper).

After the toner cartridge is replaced, the machine automatically enters image adjustment mode. Do not open the front cover (upper) during this time.

⚠ Caution

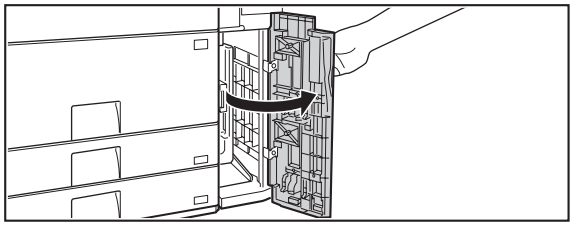
- **Do not throw a toner cartridge into a fire. Toner may fly and cause burns.**
- **Store toner cartridges out of the reach of small children.**
- **If a toner cartridge is stored on end, the toner may harden and become unusable. Always store toner cartridges on their side.**
- **If a toner cartridge other than a SHARP-recommended toner cartridge is used, the machine may not attain full quality and performance and there is a risk of damage to the machine. Be sure to use a SHARP-recommended toner cartridge.**

- Keep the used toner cartridge in a plastic bag (do not discard it). Your service technician will collect the used toner cartridge.
- To view the approximate amount of toner remaining, continually touch the [COPY] key during printing or when the machine is idle. The percentage of toner remaining will appear in the display while the key is touched. When the percentage falls to "25-0%", obtain a new toner cartridge and keep it ready for replacement.
- Depending on your conditions of use, the color may become faint or the image blurred.

REPLACING THE WASTE TONER BOX

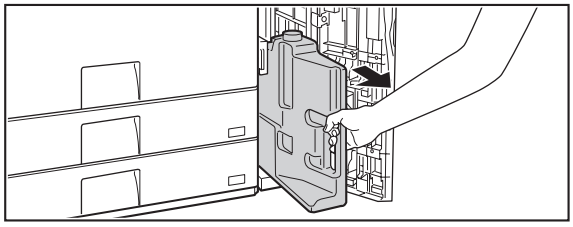
The waste toner box collects excess toner that is produced during printing. When the waste toner box becomes full, "Replace used toner container." will appear. Follow the procedure below to replace the waste toner box.

1



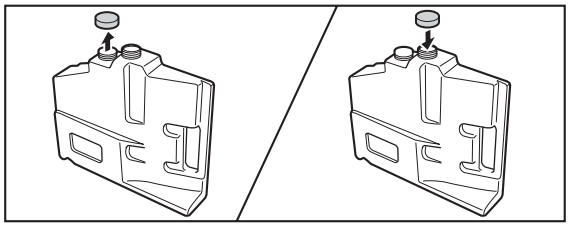
Open the waste toner box compartment cover.

2



Remove the waste toner box.

3

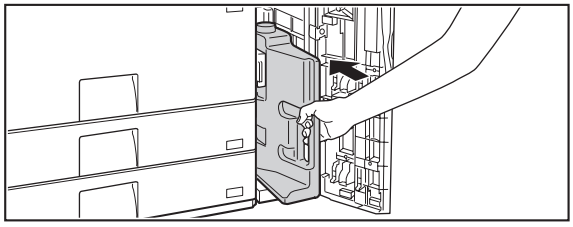


Place the cover on the removed waste toner box.

The cover is included with the new toner waste box. Remove the cover from the new waste toner box and attach it as shown.

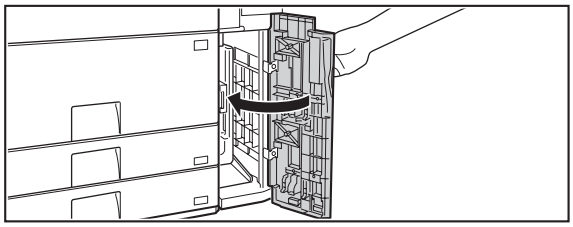
- Waste toner cannot be reused. Using waste toner may cause degraded image quality and machine failure.
- Do not discard the waste toner box. Place it in a plastic bag and keep it until your service technician comes to perform maintenance. Your service technician will collect the waste toner box.

4



Install the new waste toner box.

5



Close the waste toner box compartment cover.

After closing the cover, make sure that the message no longer appears.

⚠ Caution

- **Do not throw the waste toner box into a fire. Toner may fly and cause burns.**
- **Store the waste toner box out of the reach of small children.**

When replacing the waste toner box, be aware that it may soil your clothes or the immediate surroundings.

6 ENTERING TEXT

This chapter explains the text entry screen.

FUNCTIONS OF THE MAIN KEYS

Key	Description
Caps	This changes the text entry screen from the lower case screen to the upper case screen. The upper case screen will continue to appear until the [Caps] key is touched again so that it is no longer highlighted. The [Caps] key is convenient when you wish to enter all capital letters.
Shift	This key temporarily changes the keys in the text entry screen to upper case when lower case letters appear, or to lower case when upper case letters appear. Touch a letter key after touching the [Shift] key to enter that letter. After the letter is entered, the [Shift] key will no longer be highlighted and the original text entry screen will appear. The [Shift] key is convenient when you only need to enter one upper case letter or one lower case letter, or when you need to enter one of the symbols assigned to the numeric keys. To cancel selection of the [Shift] key, touch the [Shift] key again. The [Shift] key will no longer be highlighted.
Enter	Touch this key to enter a line break when entering the body text of an e-mail message.
←	Touch this key to delete the characters to the left of the cursor one character at a time.
Other Language	Touch this key to temporarily change the key layout of character entry mode to a different language. Select the key layout that you wish to use.
Space	Touch this key to enter a space between letters.
AltGr	This temporarily changes the entry screen to the accented letter and symbol entry screen. Touch a letter key after touching the [AltGr] key to enter that letter. After the letter is entered, the [AltGr] key will no longer be highlighted and the original text entry screen will appear. To cancel selection of the [AltGr] key, touch the [AltGr] key again. The [AltGr] key will no longer be highlighted.
← →	These keys move the cursor left and right.
↑ ↓	These keys move the cursor to the line above or below the current line during entry of the body text of an e-mail message.
Characters	Touch this key to select character entry mode.
Symbols	Touch this key to select symbol entry mode. Symbol mode is used to enter symbols and accented letters.
Pre-Set Select	Use this to retrieve a previously stored subject for e-mail or other pre-set text.
Cancel	Touch this key to return to the previous setting screen without entering text.
OK	Touch this key to enter the text that currently appears and return to the previous setting screen.

- "◀" in the text entry screen indicates how many characters can be entered. A number of characters greater than "◀" cannot be entered.
- The key layouts that can be selected vary depending on the language selected in "MFP Display Language Setting" in the system settings (administrator).

ENTERING TEXT FROM AN EXTERNAL KEYBOARD

An external keyboard can only be used as a alternative for the text entry screen that appears in the machine's touch panel.
The layout of the keys in the text entry screen in the touch panel differs slightly from the layout of the keys on the external keyboard.
Use a SHARP-recommended external keyboard.
For the recommended keyboards, please contact your dealer or nearest SHARP Service Department.

User's Guide

MODEL: MX-5500N
MX-6200N
MX-7000N



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